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MATERIAL REVIEWED AT CIA HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: HICKS, CALVIN
OP. FILE

INCLUSIVE DATES:

CUSTODIAL UNIT/LOCATION:

ROOM:

DELETIONS, IF ANY:

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL
06 AUG 1978		HARDWAY / FONZI	Hardway
8/28/78		ORR	

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14-00000

LHP: 19 FEB 75

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
159361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
RETIREMENT ELIGIBILITY UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA	12 22 74	REGULAR

6. FUNDS	V	V TO V		V TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF	5222 4110	PL 88-643 SECT 231

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
WATCH OFFICER	0J25	DAA

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.07	13 9	27532

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

FORM 1150 Mfg 8-73 Use Previous Edition

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 January 1975

1. SERIAL NUMBER: 056361
2. NAME (Last-First-Middle): HICKS, Calvin W. — COB 1700 HOURS

3. NATURE OF PERSONNEL ACTION: Retirement (Disability Under CIA Retirement & Disability System & Cancellation of NSCA

4. EFFECTIVE DATE REQUESTED: MONTH 12 DAY 27 YEAR 74

5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: X V TO V / V TO CF / CF TO V / CF TO CF

7. FAN AND NSCA: 5222-4116 0000

8. LEGAL AUTHORITY (Completed by Office of Personnel): Public Law 88-643, Section 231

9. ORGANIZATIONAL DESIGNATIONS: DDO/Operations Staff, Intelligence Group, Intelligence Watch Branch

10. LOCATION OF OFFICIAL STATION: Wash., D. C.

11. POSITION TITLE: Watch Officer (14)

12. POSITION NUMBER: BJ25 0947

13. CAREER SERVICE DESIGNATION: DAA

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS

15. OCCUPATIONAL SERIES: 0132.07

16. GRADE AND STEP: 13 9

17. SALARY OR RATE: ~~26,189~~ 27,632

18. REMARKS

LWD: 27 December 1974

Orig - CMG/MID
1 - Payroll
1 - OPS/SP

Co-ordinated with Paul Seidel/ROB
30 January 1975.

[signature] Kathleen A. Fall
[signature] M.S.B/RS 1/28/74

18A. SIGNATURE OF REQUESTING OFFICIAL: S. G. Harding, C/OPS/SP — DATE SIGNED: 24/01/75

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature] — DATE SIGNED: 2/1/75

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE. CODE	24. HOURS CODE	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
45	10				1	11 08 24		

28. RTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA	33. SECURITY REQ NO.	34. SEX
			0,HE,00,0,0				

35. VET PREFERENCE (CODE: 0—NONE, 1—5 PT., 2—10 PT.) | 36. SERV COMP DATE | 37. LONG. COMP DATE | 38. CAREER CATEGORY | 39. FEGLI/HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (0—NO PREVIOUS SERVICE; 1—NO BREAK IN SERVICE; 2—BREAK IN SERVICE LESS THAN 3 YEARS; 3—BREAK IN SERVICE MORE THAN 3 YEARS) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION: [initials] 02-07-75 — 07 FEB 1975

46. O.P. APPROVAL: [signature] — DATE APPROVED: 1/30/75

MEMORANDUM FOR : Chairman, Board of Medical Examiners

SUBJECT : Request for Medical Evaluation - Mr. Calvin W. Hicks

1. Subject, a participant in the CIA Retirement and Disability System, has applied for disability retirement under the provisions of Section 231 of Public Law 88-643, Central Intelligence Agency Retirement Act of 1964 for Certain Employees. It is requested that a medical examination be arranged for Subject and that a written report of the Board of Medical Examiners as prescribed in paragraph f.(4) of HR 20-50 be submitted to the Director of Personnel.

2. Attached are copies of the Supervisor's Statement, the Application for Disability Retirement, and a private physician's statement.

3. **Subject intends to remain on duty until a decision is made regarding his application for disability retirement.**

R. L. Austin, Jr.
Deputy Director of Personnel
for Special Programs

Attachments:
- a. Supervisor's Statement
- b. Application
- c. Physician's Statement

Distribution:
0 & 1 - Addressee
1 - D/Pers
1 - OPF
1 - ROB Soft File
1 - ROB Reader

OP/RAD/ROB/P Seidel:jat/3257 (4 November 1974)

14-00000

Administrative - Internal Use Only

10 December 1973

MEMORANDUM FOR: Chief, Career Management Group

SUBJECT: Promotion of Mr. Calvin W. Hicks

1. I would solicit Career Management Group and the Promotion Panel to consider the overall career of Calvin W. Hicks when deciding on the current cycle of promotions from GS-13 to GS-14.

2. After Mr. Hicks EOD in 1950, he advanced rapidly in three years to GS-11. He was promoted to GS-12 in 1956, six years later to GS-13 in 1962, and since then has been almost 12 years in grade. He has had overseas tours with FE and NE Divisions, has served as a training instructor, on a PM task force, and with Miami Ops and area branches in WH. In these assignments he consistently received Strong ratings. Despite a largely paramilitary background, in 1967 he adjusted to the intelligence production cycle and developed the skills of an operations officer doing operations-oriented reports work in the Intelligence Watch. As of this date he has the longest continuity in the Intelligence Watch and is rated as a mature and thoughtful individual who exercises excellent professional judgment. He was recommended for promotion from GS-13 to GS-14 in April 1968 and in April 1969. In 1970 he was recommended for a QSI by FI Chief, Peer deSilva. He was again recommended for promotion in March 1971, in November 1972, and in November 1973.

3. Admittedly, promotions are competitive and the rankings are relative and must be adjusted to the headroom available. The overall history of his career would seem to argue the equity of granting the often recommended promotion to Mr. Calvin Hicks as he nears the end of a career. Mr. Hicks is 49 years old and has a family of five children. He has a medical hold which will not allow him to serve overseas at this time and he therefore, contemplates retirement at age 50 (in late 1974). He is and will be until then a valuable member of the Intelligence Watch.

4. I recommend that the promotion which has escaped him in the last decade be granted at the time of this year's promotion cycle.

L. A. Campbell

L. A. Campbell
Chief, Operations Staff

Administrative - Internal Use Only

14-00000

13 November 1973

MEMORANDUM FOR: Career Management Group
Mid-Career Officer Branch

SUBJECT : Recommendation for the Promotion of Calvin W. Hicks (056361) to GS-14

1. I would again like to recommend the promotion of subject officer from GS-13 to GS-14. Mr. Hicks has been with the Intelligence Watch since June 1967 and his performance has been characterized consistently by exceptional proficiency. He serves on a rotating schedule with seven other officers doing identical work, some of whom are currently in GS-14.

2. A medical hold has precluded any further overseas assignments and for this reason his stay in IW has been extended until November 1974, when he will be 50-years-old at which time he plans to retire under the Agency retirement system.

3. Mr. Hicks' resourcefulness and ability to apply the multitude of reporting instructions and techniques have been convincingly demonstrated in crisis situations such as the recent Chilean coup and the Middle-Eastern crisis. He has consistently displayed initiative and good judgment in meeting unforeseen crisis with rapid and effective action and has clearly demonstrated his ability to continuously adjust to rotating shifts and the irregular flow of traffic.

4. For his sustained high level of performance in 1972 Mr. Hicks received a quality step increase in recognition and as proof of the high esteem in which he is held by his superiors. He occupies a GS-14 slot. His promotion is again recommended in recognition of his long years of Agency service.

Joseph A. Procaccino
C/OPS/INT/IW

Concur: Eloise R. Page, C/OPS/INT

E2 IMPDET CLBY 002025

14-00000

Calvin Hicks

SECRET

26 September 1973

MEMORANDUM FOR: Chief, Operations Staff

SUBJECT: Appreciation of IW Performance During Chilean Upheaval

1. The officers of the Intelligence Watch (IW) performed admirably in swiftly processing the heavy flow of intelligence engendered by the recent political upheaval in Chile. In many instances, reports were in the hands of customers in the intelligence community within minutes of being filed in Santiago.

2. Please extend to the IW officers concerned the appreciation of this Division for their fine performance. I suggest that a copy of this memorandum be placed in the personnel folder of each of the officers concerned.

David A. Phillips
Chief, Western Hemisphere Division

E2 IMPDET
CL BY 039964

SECRET

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OJCS 07/21/73

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
056361	HICKS CALVIN W		
3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT	07 01 73		
6. FUNDS: X V TO V / V TO CF / CF TO V / CF TO CF	7. FAN AND NSLA	8. CSC OR OTHER LEGAL AUTHORITY	
	4222 4116 0001		
9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION		
DDO/FI STAFF	WASH., D.C.		
11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION	
WATCH OFFICER	0947	D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.07	13	

18. REMARKS

POSTED
7-25-73
[initials]

SIGNATURE OR OTHER AUTHENTICATION

J.F. BLAKE

Use Previous Edition (4-51)

SECRET

"E 2 IMPDET CL BY 007622"

14-00000

SECRET

13 APR 1972

MEMORANDUM FOR: Calvin W. Hicks

SUBJECT : Quality Step Increase

1. I was pleased to learn that you have been granted a Quality Step Increase. Such recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Service.

2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

/S/ Cord Meyer, Jr.
For
Thomas H. Karamessines
Deputy Director for Plans

CSPS/SOB/Hileberman;rv(11Apr72)

Distribution:
Orig - Addressee
(1 - OP/Files
2 - DDP/Registry
1 - S/SOD
1 - C/SOD/Pers
1 - CSPS/Subject File

SECRET

14-00000

CONFIDENTIAL

10 APR 1972

MEMORANDUM FOR: Secretary, DDP/QSI - HMA Panel

SUBJECT : Notification of Approval of Quality Step Increase - Calvin W. Hicks

1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.

2. As this award is designed to encourage excellence by recognizing and rewarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

Harry B. Fisher
Director of Personnel

CONFIDENTIAL

GROUP 1
Excluded from automatic downgrading and declassification

14-00000

SECRET

[illegible] 1971

MEMORANDUM FOR: Chief, Foreign Intelligence Staff

SUBJECT : Intelligence Watch Assistance to European Division

1. As I am preparing to leave the European Division, a note of appreciation is in order for the services rendered to us for the four years of my tenure here by the officers of the Intelligence Watch.

2. At a time of increasingly complicated intelligence collection and reporting problems, our Agency has come of age. We have recognized that information often cannot be allowed to wait for attention until sunrise, and that we must be able to respond to national needs and world events around the clock. The Intelligence Watch, more than any other single institution, has made it possible for us to do this. We have benefited from its cooperation particularly under strained reporting conditions -- during Presidential trips abroad, for instance -- but have also found IW's presence and judgment helpful at other times. I know that my staff relied on IW extensively.

3. I am making a point of recognizing this because the Intelligence Watch -- a bit like our Agency as a whole -- is apt to get more attention with an occasional slip than with a record of continuing accomplishment and success in coping with problems. From what I have been able to observe, the job has been well done.

4. I hope you will bring this memorandum to the attention of those concerned.

John L. Hart
Chief
European Division

Joseph Procaccino
Walter Kuzmuk
Robert Heron
James Pekich
Frank Levy

Howard Orr
✓Calvin Hicks
George Papadopolos
Robert Sawicki
Pat Coble

SECRET

[illegible stamp]

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 22 December 1971

1. SERIAL NUMBER	056361
2. NAME (Last-First-Middle)	Hicks, Calvin W.
3. NATURE OF PERSONNEL ACTION	Reassignment
4. EFFECTIVE DATE REQUESTED (MONTH DAY YEAR)	12 23 71
5. CATEGORY OF EMPLOYMENT	Regular
6. FUNDS	X V TO V / V TO CF / CF TO V / CF TO CF
7. FINANCIAL ANALYSIS NO. CHARGEABLE	2222-4116
8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS	DDP/FI Staff Intelligence Group Intelligence Watch
10. LOCATION OF OFFICIAL STATION	Washington, D. C.
11. POSITION TITLE	Watch Officer (14)
12. POSITION NUMBER	0947
13. CAREER SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0132.07
16. GRADE AND STEP	13 7
17. SALARY OR RATE	$21,313

18. REMARKS

HB: SOD

Reassigned from Position FI/INT/IW 1032

Distribution:
Orig. - CSPS/SOB
1 - FI/Pers

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
S. G. Harding C/FI/SG	22 Dec 71	[signature]	12-23-71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HOOTRS CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
					1	11 18 24		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1-CSC 2-OTHER 3-FICA 4-NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET PREFERENCE (CODE: 0-NONE 1-5 PT. 2-10 PT)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR RESV PROV. TEMP / CODE)	39. FEGLI, HEALTH INSURANCE (CODE: 1-WAIVER 2-REG 3-REG OPT 4-INELIGIBLE; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION	46. O P APPROVAL	DATE APPROVED
12-23-71 [signature]	[signature]	12-23-71

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

Not approved

5 March 1971

MEMORANDUM FOR: Secretary, CSPS/Section A

SUBJECT: Recommendation for the Promotion of Calvin W. Hicks (056361) to GS-14

1. I recommend the promotion of subject officer from GS-13 to GS-14. Mr. Hicks has been assigned to the Intelligence Watch/FI Staff since June 1967 and serves on a rotating schedule with seven other officers doing identical work, four of whom are currently in grade GS-14.

2. Mr. Hicks has been in the Intelligence Watch (IW) for almost four years and his work, both quantitatively and qualitatively, has been consistently of a very high caliber.

3. His keenly developed sense of operational security resulting from his extensive paramilitary experience, coupled with his clear understanding of the relationship between operations and intelligence, has made him a very fine officer and a valuable asset to IW. He has been under my supervision for 18 months and I have had ample opportunity to observe his performance under conditions of stress. He very ably applies a multitude of detail and general reporting instructions to the different situations manifest in each incoming report and displays initiative in meeting unforeseen crises with rapid and effective action. Since the intelligence information is the face that the Clandestine Service puts out to the Intelligence Community, the performance of Watch Officers is of great importance. This factor becomes apparent when it is noted that over 75 percent of all cabled intelligence reports are disseminated by IW.

4. Mr. Hicks has an extensive background in paramilitary operations both in the field and at headquarters. All of his fitness reports for the six years preceding his assignment to IW have borne the overall rating of "strong." He has been described as "highly motivated, sincere, and capable." Also, "he works well with others and his knowledge and ability are respected." Other supervisors during the years prior to this assignment have described him as "serious, hard-working and dependable." His performance in his present assignment has demonstrated these same qualities.

5. Mr. Hicks is a distinct asset to IW and I highly recommend his for promotion to GS-14.

Joseph A. Procaccino
JOSEPH A. PROCACCINO
Chief, FI/INT/IW

SECRET

14-00000

SECRET

2 FEB 1970

Not approved

MEMORANDUM FOR: Chairman, DDP QSI and Honor and Merit Awards Panel

SUBJECT : Request for Quality Step Increase Mr. Calvin W. HICKS, GS-13 (05C361)

1. I recommend that a Quality Step Increase be awarded to Mr. Calvin W. Hicks.

2. Mr. Hicks is one of three officers in the Intelligence Watch, FI Staff, on whom identical recommendations are being submitted. These officers, all in grade GS-13, have for several years done responsible and demanding work, identical to that done in the same office by five other officers, GS-14 and 15, and all three have been rated "Strong."

3. The Intelligence Watch is the primary intelligence dissemination office of the Clandestine Service. Its output of over 2,000 reports a month is the chief end-product of CS collection operations. Watch Officers serve on a rotating schedule. When an officer draws the night shift he serves alone. He must make quick, independent dissemination decisions. Mr. Hicks has done well at this work. He is alert and conscientious and has a sharp operational sense which is extremely useful in the handling of CS intelligence information. He has been recommended several times for promotion to GS-14.

4. The high quality of Mr. Hicks's performance has continued for more than two years. There is no reason to expect any decline in it. His enthusiasm continues, and his tour has recently been extended for another two years.

5. Consideration has been given to recommending him for an Honor and Merit Award, but on balance I believe that a Quality Step Increase would be more appropriate.

Peer de Silva

Peer de Silva
Chief
Foreign Intelligence

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

SECRET

SUBJECT: Request for Quality Step Increase
Mr. Calvin W. HICKS, GS-13 (056361)

APPROVAL RECOMMENDED:

Chairman, CS QSI Panel	Date
Director of Personnel	Date

SECRET

14-00000

SECRET

6 MARCH 1969

MEMORANDUM FOR: Chief, FI Staff

SUBJECT : Performance of the Intelligence Watch During the President's Trip to Europe

1. Now that the President's trip to Europe has been concluded, I feel that a special commendation for the Intelligence Watch (IW) is in order.

2. The contribution that is being made by the officers in the Intelligence Watch is often taken for granted. Thus it was natural for us, when we formed our task force for the President's trip, to build our arrangements for positive intelligence disseminations around the IW's twenty-four-hour-a-day availability. We were not disappointed. The system worked smoothly and efficiently.

3. In addition to that, it became clear that the Intelligence Watch officers were willing and able to go beyond the simple call of duty. We came to admire their competence, courtesy, and cooperation, without which effective intelligence coverage would have been immeasurably more difficult. Since the IW's were working under an unusual strain, caused by the simultaneous outbreak of crises in different parts of the world, their performance is that much more to be commended.

4. Please convey our appreciation to all officers who had a part in this fine effort.

John L. Hart
Chief,
European Division

CALVIN M. HICKS

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

14-00000

SECRET

7 March 1969

MEMORANDUM FOR: Mr. Edward J. Carroll
Chief, Intelligence Watch

SUBJECT: Performance of the Intelligence Watch during President Nixon's recent Visit to Europe

1. I wish to commend you and each member of your staff who participated in the support which the Agency was called on to render to the Presidential party during its recent travel abroad. From several quarters I have had verbal expressions of praise and commendation and to these I wish to add my own in writing. I am enclosing a copy of a memorandum from the Chief, European Division, which reflects both my thoughts and the reactions I have heard from others.

2. I hope you will take appropriate action so that the personnel files of each of your participating officers will reflect this appreciation. You may wish to make copies of my memorandum and Mr. Hart's memorandum to serve this purpose.

Peer de Silva

Peer de Silva
Chief
Foreign Intelligence

Enclosure

CALVIN M. HICKS

SECRET

14-00000

Not Approved by
CS Career Service
Panel A Sect. I

SECRET

2 4 JUN 1969

9 April 1969

MEMORANDUM FOR: Secretary, CSPS/Section A

SUBJECT : Recommendation for the promotion of Calvin W. Hicks (056361) to GS-14

1. I recommend the promotion of subject officer from GS-13 to GS-14. Mr. Hicks has been assigned to the Intelligence Watch/FI Staff since June 1967, and serves on a rotating schedule with seven other officers doing identical work, five of whom are currently in Grade GS-14.

2. Mr. Hicks has been with IW for almost two years and his work, both quantitatively and qualitatively has been consistently of a very high caliber. Normally six months are required before an officer newly assigned to the Intelligence Watch is able to handle a shift by himself. At least a year is required before a Watch Officer can perform at a high level of proficiency. However, in the case of this officer, in a little more than a year he had earned the rating of "Strong" and has maintained it ever since. Although most of his Agency experience had been in para-military operations, he adapted quickly to the demands of his new assignment. His keenly developed sense of operational security, coupled with his clear understanding of the relationship between operations and intelligence, has made him a very fine officer and a valuable asset to IW. He has been under my supervision for 16 months and I have had ample opportunity to observe his performance under conditions of stress. He is even tempered and level headed. His mistakes are few and infrequent and these are usually of the clerical variety, not in matters of judgment. I continue to be impressed with his thoroughness in handling information; with the evidence of his coordination when the interests of more than one division are involved. Since operations have to be submerged and the intelligence is the portion of the iceberg which shows to the intelligence community, the performance of the Watch Officers is of great importance. This factor becomes apparent when it is noted that about 80% of all cabled intelligence reports are disseminated by the Intelligence Watch. Recently the Watch Officers were commended by the Chief, FI Staff and the Chief, Europe Division for their performance during the President's trip to Western Europe. The simultaneous outbreak of crises in different parts of the world further added to the burdens of the Watch Office at that time. Mr. Hicks made a real contribution during that period and deserves the commendation personally in a high degree.

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3. Prior to his assignment to the Intelligence Watch, Mr. Hicks served with WH Division and with the Cuban Operation. He has an extensive background in paramilitary operations both in the field and at headquarters. All of his Fitness Reports for the six years preceding his assignment to the Intelligence Watch have borne the overall rating of "strong." He has been described as "highly motivated" "sincere and capable." He has been further complimented as "working well with others and his knowledge and ability are respected." Other supervisors have described him as "serious, hard-working and dependable." His performance in his present assignment has demonstrated these same qualities. He has managed the transition from active operations to the life of a desk bound intelligence officer with ease. I recommend him with enthusiasm for promotion to GS-14.

Edward J. Carroll
Edward J. Carroll
Chief, FI/INT/IW

SECRET

14-00000

Not Approved By:
CS Career Service
[signature]
OCT 1968

24 October 1968

MEMORANDUM FOR: Secretary, CSPS/Section A

SUBJECT: Recommendation for the Promotion of Calvin W. HICKS (056361) to GS-14

1. I recommend the promotion of subject officer from GS-13 to GS-14. Mr. Hicks has been assigned to the Intelligence Watch/FI Staff since June 1967, where he serves on a rotating schedule with seven other officers doing identical work; five of whom are currently in grade GS-14.

2. Mr. Hicks has been with IW for about 16 months and his work, both quantitavely and qualitatively, has been consistently of very high caliber. Normally six months are required before an officer newly assigned to the Intelligence Watch is able to handle a shift by himself. At least a year is usually required before a man can advance from "Adequate" to "Proficient." At present, Mr. Hicks has already progressed to the rating of "Strong." He is alert and conscientious and has an operational sense which is invaluable in the handling of intelligence. With his extensive operational and paramilitary background, Mr. Hicks has a fine sense for the relationship between operations and its primary product, the Clandestine Services intelligence report. This officer has been under my supervision for 11 months and during that period I have had ample opportunity to observe his conduct under conditions of stress. He is even tempered and level headed. His mistakes are few and infrequent. I am particularly impressed with his thoroughness in handling information; with the evidence of the coordination which he so often attempts with several Area Divisions when necessary before disseminating a report to the intelligence community. Since the Intelligence Information Report is the face that the Clandestine Services shows to the intelligence analyst and the policy officers of the Government, the performance of the watch officers is of great importance. This factor becomes apparent when one notes that about 80 percent of all cabled intelligence reports are disseminated by the Intelligence Watch.

3. Prior to his assignment to the Intelligence Watch, Mr. Hicks served with WH Division and with the Cuban Operation. He has an extensive background in paramilitary operations both in

SECRET

14-00000

THE FIELD AND AT HEADQUARTERS. ALL OF HIS FITNESS REPORTS FOR THE SIX YEARS PRECEDING HIS ASSIGNMENT TO THE INTELLIGENCE WATCH HAVE BORNE THE OVERALL RATING OF "STRONG." HE HAS BEEN DESCRIBED AS "HIGHLY MOTIVATED, SINCERE AND CAPABLE." ALSO, "HE WORKS WELL WITH OTHERS AND HIS ~~KNOWLEDGE~~ AND ABILITY ARE RESPECTED." OTHER SUPERVISORS DURING THE YEARS IMMEDIATELY PRIOR TO THIS ASSIGNMENT HAVE DESCRIBED HIM AS "SERIOUS, HARD-WORKING AND DEPENDABLE." HIS PERFORMANCE IN HIS PRESENT ASSIGNMENT HAS DEMONSTRATED THESE SAME QUALITIES. ALTHOUGH IT MIGHT SEEM SURPRISING THAT A MAN OF HIS OUT-GOING PERSONALITY WITH AN EXTENSIVE BACKGROUND IN PARAMILITARY OPERATIONS COULD ADJUST TO THE LIFE OF A DESK-BOUND PRODUCER OF INTELLIGENCE REPORTS, MR. HICKS HAS MANAGED THIS TRANSITION WITH THE GREATEST OF EASE. HE IS A DISTINCT ASSET TO THIS OFFICE AND THE UNDERSIGNED WILL FEEL GRATEFUL IF HE SHOULD DECIDE TO EXTEND HIS TOUR IN THE INTELLIGENCE WATCH BEYOND THE NORMAL TWO YEARS. I RECOMMEND HIM WITH ENTHUSIASM FOR PROMOTION TO GS-14.

Edward J. Carroll

EDWARD J. CARROLL
CHIEF, FI/INT/IW

ATTACHMENT

SECRET

SECRET

5 April 1968

MEMORANDUM FOR: Secretary, CSPS/Section A

SUBJECT: Recommendation for the Promotion of Calvin W. HICKS (056361) to GS-14

1. I recommend the promotion of subject officer from GS-13 to GS-14. Mr. Hicks has been assigned to the Intelligence Watch, FI Staff since June 1967 where he serves on a rotating schedule with seven other officers doing identical work, five of whom are currently in grade GS-14.

2. Although Mr. Hicks has been with IW less than a year, his work both quantitatively and qualitatively is of very high caliber. He is alert and conscientious and never takes the easy way out in handling cabled field intelligence reports. Log cards which record the action taken on each report indicate the seriousness with which he approaches his daily tasks. These cards frequently indicate time spent by him in consultation with as many as three Area Divisions on occasion before issuing a report which will be disseminated to the intelligence community. The exercise of good judgment is an essential element in the proper functioning of this office, upon which the Agency's reputation to a certain extent depends. Since the finished intelligence information report is the face that the Clandestine Services shows to the intelligence analysts and the policy officers of this government, the performance of the Watch Officers is of paramount importance. This factor becomes extremely obvious when one notes that more than 80% of all cabled intelligence reports are disseminated by the Intelligence Watch.

3. Prior to his assignment to the Intelligence Watch, Mr. Hicks served with the WH Division and with the Cuban Operation. He has an extensive background in paramilitary operations both in the field and at headquarters. All of his Fitness Reports for the six years preceding his assignment to the Intelligence Watch have borne the overall rating of "Strong." He has been described as "highly motivated, sincere and capable." Also, "he works well with others and his knowledge and ability are respected." Other supervisors during the years immediately prior to this assignment have described him as "serious, hard-working and dependable." His performance in his present assignment has

SECRET

Excluded from automatic downgrading and declassification

SECRET

DEMONSTRATED THE SAME QUALITIES HERE. HE HAS VOLUNTARILY CONTRIBUTED EXTRA TIME DURING CRISIS SITUATIONS, NOTABLY DURING THE RECENT TET OFFENSIVE IN VIETNAM WHEN HE CAME IN ON SEVERAL OCCASIONS TWO HOURS BEFORE HIS SHIFT WAS DUE TO START AND REMAINED AFTER ITS APPOINTED TERMINATION. ALTHOUGH IT MIGHT SEEM SURPRISING THAT A MAN OF HIS OUT-GOING PERSONALITY WITH AN EXTENSIVE BACKGROUND IN PARAMILITARY OPERATIONS COULD ADJUST TO THE LIFE OF A DESK-BOUND PRODUCER OF INTELLIGENCE REPORTS, MR. HICKS HAS MANAGED THE ADJUSTMENT WITH THE GREATEST OF EASE. HE IS A DISTINCT ASSET TO THIS OFFICE AND THE UNDERSIGNED WILL FEEL GRATEFUL IF HE SHOULD DECIDE TO EXTEND HIS TOUR IN THE INTELLIGENCE WATCH BEYOND THE NORMAL TWO YEARS. I RECOMMEND HIM WITH ENTHUSIASM FOR PROMOTION TO GS-14.

Edward J. Carroll
EDWARD J. CARROLL
CHIEF, FI/INT/IW

ATTACHMENT

I heartily endorse this recommendation that Mr. Hicks be promoted to GS-14. As his supervisor points out, Mr. Hicks, when he came to the Intelligence Watch, was essentially a guerrilla warfare field operational officer. Positive intelligence information reporting and the handling of reports were new to him, and called for professional skills and other qualities radically different from those which most of his previous experience had brought into play. Yet in a relatively short time, Mr. Hicks has developed the skills required of a Watch Officer, and thanks to this and to other strengths has become one of the most valuable officers in the unit.

Wallace R. Deuel
Wallace R. Deuel
Chief FI/INT

SECRET

14-00000

24 October 1968

MEMORANDUM FOR: Secretary, CSPS/Section A

SUBJECT: Recommendation for the Promotion of Calvin W. Hicks (056361) to GS-14

1. I recommend the promotion of subject officer from GS-13 to GS-14. Mr. Hicks has been assigned to the Intelligence Watch/FI Staff since June 1967, where he serves on a rotating schedule with seven other officers doing identical work; five of whom are currently in grade GS-14.

2. Mr. Hicks has been with IW for about 16 months and his work, both quantitavely and qualitatively, has been consistently of very high caliber. Normally six months are required before an officer newly assigned to the Intelligence Watch is able to handle a shift by himself. At least a year is usually required before a man can advance from "Adequate" to "Proficient." At present, Mr. Hicks has already progressed to the rating of "Strong." He is alert and conscientious and has an operational sense which is invaluable in the handling of intelligence. With his extensive operational and paramilitary background, Mr. Hicks has a fine sense for the relationship between operations and its primary product, the Clandestine Services intelligence report. This officer has been under my supervision for 11 months and during that period I have had ample opportunity to observe his conduct under conditions of stress. He is even tempered and level headed. His mistakes are few and infrequent. I am particularly impressed with his thoroughness in handling information; with the evidence of the coordination which he so often attempts with several Area Divisions when necessary before disseminating a report to the intelligence community. Since the Intelligence Information Report is the face that the Clandestine Services shows to the intelligence analyst and the policy officers of the Government, the performance of the watch officers is of great importance. This factor becomes apparent when one notes that about 60 percent of all cabled intelligence reports are disseminated by the Intelligence Watch.

3. Prior to his assignment to the Intelligence Watch, Mr. Hicks served with WH Division and with the Cuban Operation. He has an extensive background in paramilitary operations both in

SECRET

THE FIELD AND AT HEADQUARTERS. ALL OF HIS FITNESS REPORTS FOR THE SIX YEARS PRECEDING HIS ASSIGNMENT TO THE INTELLIGENCE WATCH HAVE BORNE THE OVERALL RATING OF "STRONG." HE HAS BEEN DESCRIBED AS "HIGHLY MOTIVATED, SINCERE AND CAPABLE." ALSO, "HE WORKS WELL WITH OTHERS AND HIS KNOWLEDGE AND ABILITY ARE RESPECTED." OTHER SUPERVISORS DURING THE YEARS IMMEDIATELY PRIOR TO THIS ASSIGNMENT HAVE DESCRIBED HIM AS "SERIOUS, HARD-WORKING AND DEPENDABLE." HIS PERFORMANCE IN HIS PRESENT ASSIGNMENT HAS DEMONSTRATED THESE SAME QUALITIES. ALTHOUGH IT MIGHT SEEM SURPRISING THAT A MAN OF HIS OUT-GOING PERSONALITY WITH AN EXTENSIVE BACKGROUND IN PARAMILITARY OPERATIONS COULD ADJUST TO THE LIFE OF A DESK-BOUND PRODUCER OF INTELLIGENCE REPORTS, MR. HICKS HAS MANAGED THIS TRANSITION WITH THE GREATEST OF EASE. HE IS A DISTINCT ASSET TO THIS OFFICE AND THE UNDERSIGNED WILL FEEL GRATEFUL IF HE SHOULD DECIDE TO EXTEND HIS TOUR IN THE INTELLIGENCE WATCH BEYOND THE NORMAL TWO YEARS. I RECOMMEND HIM WITH ENTHUSIASM FOR PROMOTION TO GS-14.

EDWARD J. CARROLL
CHIEF, FI/INT/IW

ATTACHMENT

14-00000

SECRET

5 April 1968

MEMORANDUM FOR: Secretary, CSPS/Section A

SUBJECT: Recommendation for the Promotion of Calvin W. HICKS (056361) to GS-14

1. I recommend the promotion of subject officer from GS-13 to GS-14. Mr. Hicks has been assigned to the Intelligence Watch, FI Staff since June 1967 where he serves on a rotating schedule with seven other officers doing identical work, five of whom are currently in grade GS-14.

2. Although Mr. Hicks has been with IW less than a year, his work both quantitatively and qualitatively is of very high caliber. He is alert and conscientious and never takes the easy way out in handling cabled field intelligence reports. Log cards which record the action taken on each report indicate the seriousness with which he approaches his daily tasks. These cards frequently indicate time spent by him in consultation with as many as three Area Divisions on occasion before issuing a report which will be disseminated to the intelligence community. The exercise of good judgment is an essential element in the proper functioning of this office, upon which the Agency's reputation to a certain extent depends. Since the finished intelligence information report is the face that the Clandestine Services shows to the intelligence analysts and the policy officers of this government, the performance of the Watch Officers is of paramount importance. This factor becomes extremely obvious when one notes that more than 80% of all cabled intelligence reports are disseminated by the Intelligence Watch.

3. Prior to his assignment to the Intelligence Watch, Mr. Hicks served with the WH Division and with the Cuban Operation. He has an extensive background in paramilitary operations both in the field and at headquarters. All of his Fitness Reports for the six years preceding his assignment to the Intelligence Watch have borne the overall rating of "Strong." He has been described as "highly motivated, sincere and capable." Also, "he works well with others and his knowledge and ability are respected." Other supervisors during the years immediately prior to this assignment have described him as "serious, hard-working and dependable." His performance in his present assignment has

SECRET

Excluded from automatic downgrading and declassification

SECRET

DEMONSTRATED THE SAME QUALITIES HERE. HE HAS VOLUNTARILY CONTRIBUTED EXTRA TIME DURING CRISIS SITUATIONS, NOTABLY DURING THE RECENT TET OFFENSIVE IN VIETNAM WHEN HE CAME IN ON SEVERAL OCCASIONS TWO HOURS BEFORE HIS SHIFT WAS DUE TO START AND REMAINED AFTER ITS APPOINTED TERMINATION. ALTHOUGH IT MIGHT SEEM SURPRISING THAT A MAN OF HIS OUT-GOING PERSONALITY WITH AN EXTENSIVE BACKGROUND IN PARAMILITARY OPERATIONS COULD ADJUST TO THE LIFE OF A DESK-BOUND PRODUCER OF INTELLIGENCE REPORTS, MR. HICKS HAS MANAGED THE ADJUSTMENT WITH THE GREATEST OF EASE. HE IS A DISTINCT ASSET TO THIS OFFICE AND THE UNDERSIGNED WILL FEEL GRATEFUL IF HE SHOULD DECIDE TO EXTEND HIS TOUR IN THE INTELLIGENCE WATCH BEYOND THE NORMAL TWO YEARS. I RECOMMEND HIM WITH ENTHUSIASM FOR PROMOTION TO GS-14.

Edward J. Carroll
EDWARD J. CARROLL
CHIEF, FI/INT/IW

ATTACHMENT

I heartily endorse this recommendation that Mr. Hicks be promoted to GS-14. As his supervisor points out, Mr. Hicks, when he came to the Intelligence Watch, was essentially a guerrilla warfare field operational officer. Positive intelligence information reporting and the handling of reports were new to him, and called for professional skills and other qualities radically different from those which most of his previous experience had brought into play. Yet in a relatively short time, Mr. Hicks has developed the skills required of a Watch Officer, and thanks to this and to other strengths has become one of the most valuable officers in the unit.

Wallace R. Deuel
Wallace R. Deuel
Chief FI/INT

SECRET

14-00000

SECRET
(When Filled In)

H-8

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 29 May 1967

1. SERIAL NUMBER: 056361
2. NAME (Last-First-Middle): HICKS, CALVIN W.
3. NATURE OF PERSONNEL ACTION: DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM
4. EFFECTIVE DATE REQUESTED: MONTH 06 DAY 04 YEAR 67
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: X V TO V | V TO CF | CF TO V | CF TO CF
7. COST CENTER NO. CHARGEABLE: 13 0007 7235-0620
8. LEGAL AUTHORITY (Completed by Office of Personnel): PL 88-643 Sect. 203
9. ORGANIZATIONAL DESIGNATIONS: ~~DDP/WH~~ DDP/FI
10. LOCATION OF OFFICIAL STATION: WASHINGTON, D.C.
11. POSITION TITLE:
12. POSITION NUMBER:
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.):
15. OCCUPATIONAL SERIES:
16. GRADE AND STEP: 13
17. SALARY OR RATE: $
18. REMARKS:

18A. SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23 INTEGREE CODE	24 HQQTRS CODE	25 DATE OF BIRTH (MO. DA. YR.)	26 DATE OF GRADE (MO. DA. YR.)	27 DATE OF LEI (MO. DA. YR.)

28 NTE EXPIRES (MO. DA. YR.)	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1-CSC, 3-FICA, 5-NONE) CODE	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33 SECURITY REQ NO.	34 SEX
		2					

35 VET. PREFERENCE (CODE: 0-NONE, 1-5 PT, 2-10 PT)	36 SERV COMP. DATE (MO DA. YR.)	37 LONG COMP DATE (MO DA. YR.)	38 CAREER CATEGORY (CAR-RESV PROV. TEMP; CODE)	39 FEGLI HEALTH INSURANCE (CODE: 0-WAIVER, 1-YES; HEALTH INS. CODE)	40 SOCIAL SECURITY NO

41 PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE (LESS THAN 3 YEARS), 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	42 LEAVE CAT CODE	43 FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS)	44 STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: 06-07-67 [initials]
46. O P APPROVAL: See memo signed by D/Pers dated 1 JUN 1967
DATE APPROVED:

FORM 6-63 1152 USE PREVIOUS EDITION
OP-1 1-66

SECRET

Posted

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 2 May 1967

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
056361	HICKS, Calvin W.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
Reassignment	06 / 04 / 67	Regular

6. FUNDS		V TO V	V TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
	XX	CF TO V	CF TO CF	7223-0007	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FI STAFF Intelligence Group Intelligence Watch	Wash., D.C.

8
H

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
Watch Officer (13)	1032	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.07	13 ~~4~~ 5	~~$14,217~~ 14665

18. REMARKS

Reassigned from: DDP/WH/Branch 3/Colombia Section, Position No. 1359,
Cost Center No. 7235-0620.

36
II

Concur:

Security Approval Provided by Pers. 59/05 5/4/67
[illegible] 5/23/67

Robert Cashman (by phone)
WH/Pers

Distribution:
Orig. - CSPS/B 1 - FI/Pers 1 - Security 1 - Payroll

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
(signature)	5/22/67	(signature)	22 May 67

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
37	10	32500	FZ	75013		1	11 07 24		

28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1-CSC 3-FICA 5-NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	EOD DATA	33. SECURITY REQ NO	34. SEX

35. VET PREFERENCE CODE (0-NONE 1-5 PT 2-10 PT)	36. SERV COMP DATE MO DA YR	37. LONG COMP DATE MO. DA. YR	38. CAREER CATEGORY (CAR RES/PROV/TEMP) CODE	39. FEGLI/HEALTH INSURANCE CODE (0-WAIVER 1-YES)	HEALTH INS. CODE	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0-NO PREVIOUS SERVICE; 1-NO BREAK IN SERVICE; 2-BREAK IN SERVICE (LESS THAN 3 YEARS); 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA: FORM EXECUTED (1-YES 2-NO)	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1-YES 2-NO)	CODE	NO TAX EXEMP.	STATE CODE

45. POSITION CONTROL CERTIFICATION	46. O P APPROVAL	DATE APPROVED
5-23-67 wn FROM WH	(signature)	5/25/67

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

Field	Entry
Date Prepared	21 APRIL 67
1. Serial Number	056361
2. Name (Last-First-Middle)	HICKS, CALVIN W.
3. Nature of Personnel Action	REASSIGNMENT
4. Effective Date Requested (Month / Day / Year)	04 / 23 / 67
5. Category of Employment	REGULAR
6. Funds	XX V TO V
7. Financial Analysis No. Chargeable	7235-0620
8. Legal Authority (Completed by Office of Personnel)	
9. Organizational Designations	DDP/WH BRANCH 3 COLOMBIA SECTION
10. Location of Official Station	WASHINGTON, D.C.
11. Position Title	OPS OFFICER
12. Position Number	1358
13. Career Service Designation	D
14. Classification Schedule (GS, LB, etc.)	GS
15. Occupational Series	0136.01
16. Grade and Step	13 4
17. Salary or Rate	$14217

18. REMARKS

FROM: 1359

1 - Finance

18A. Signature of Requesting Official	Date Signed	18B. Signature of Career Service Approving Officer	Date Signed
Edward K. O'Malley Robert D. Cashman C/WH/Pers	24 April	[signature]	26 April 67

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 Action Code	20 Employ Code	21 Office Coding Numeric	Alphabetic	22 Station Code	23 Integree Code	24 Hqtrs Code	25 Date of Birth	26 Date of Grade	27 Date of LEI
37	10	5142	1111	7502		1	11 05 24		

28 NTE Expires	29 Special Reference	30 Retirement Data	31 Separation Data Code	32 Correction Cancellation Data	EOD DATA	33 Security Req No.	34 Sex
XX XX XX							

35 Vet Preference · 36 Serv Comp Date · 37 Long Comp Date · 38 Career Category · 39 FEGLI Health Insurance · 40 Social Security No

41 Previous Civilian Government Service · 42 Leave Cat · 43 Federal Tax Data · 44 State Tax Data

45 Position Control Certification	46 OP Approval	Date Approved
C 4-27-67	[signature]	6-4-1967

Form 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET

7 April 1967

MEMORANDUM FOR: Calvin W. Hicks

VIA : WH/RMO

SUBJECT : Records Officer Appointment

1. In accordance with a request received from your component, you are hereby appointed a Records Officer in the Clandestine Services. Your functions are described, in summary, in CSI 43-1, Para. 4.b.(3). You have also participated in a training course in which these functions were reviewed in some detail.

2. The essence of your appointment is that you now occupy a position of trust in which you are expected to draw on your knowledge and experience to exercise responsible and sound judgment in building and maintaining a professionally useful records system in the Clandestine Services. You are, at the same time, expected to train and guide others within your component in these respects.

3. A copy of this memorandum will be placed in your official personnel folder.

Peter D. Dyke

PETER D. DYKE
DDP Records Management Officer

cc: Personnel File of Addressee

GROUP I
Excluded from automatic downgrading and declassification

SECRET

14-00000

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION

Field	Entry
Date Prepared	15 SEPT 1966
1. Serial Number	056361
2. Name (Last-First-Middle)	HICKS, CALVIN W.
3. Nature of Personnel Action	REASSIGNMENT
4. Effective Date Requested (Month / Day / Year)	09 / 15 / 66
5. Category of Employment	REGULAR
6. Funds	XX V to V / CF to V / V to CF / CF to CF
7. Financial Analysis No. Chargeable	7235 0620
8. Legal Authority (Completed by Office of Personnel)	
9. Organizational Designations	DDP/WH BRANCH 3 COLOMBIA SECTION
10. Location of Official Station	WASHINGTON, D.C.
11. Position Title	OPS OFFICER (12)
12. Position Number	1359
13. Career Service Designation	D
14. Classification Schedule (GS, LB, etc.)	GS
15. Occupational Series	0136.01
16. Grade and Step	13 4
17. Salary or Rate	$ 14,217

18. REMARKS

FROM: DDP/WH/BRANCH 3/LIMA SECTION/1392

PRA IN ACCORDANCE WITH HR 20-17 c (d)

1 - Finance

18A. Signature of Requesting Official	Date Signed	18B. Signature of Career Service Approving Officer	Date Signed
Edward K. O'Malley Robert D. Cashman C/WH/Pers	16 Sept 66	[signature]	20 Sep 66

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 Action Code	20 Emplcy Code	21 Office Coding Numeric	Alphabetic	22 Station Code	23 Integree Code	24 Hqtrs Code	25 Date of Birth (Mo. Da. Yr.)	26 Date of Grade	27 Date of LEI
37	10	51400	wh	7501		1	11 08 24		

28 NTE Expires	29 Special Reference	30 Retirement Data (1-CSC, 2-FICA, 5-None) Code	31 Separation Data Code	32 Correction/Cancellation Data	EOD DATA	33 Security Req No.	34 Sex
09 14 68	84						

35 Vet Preference (0-None, 1-5 PT, 2-10 PT)	36 Serv. Comp. Date	37 Long Comp Date	38 Career Category	39. FEGLI Health Insurance (0-Waiver, 1-Yes)	40 Social Security No

41 Previous Civilian Government Service	42 Leave Cat Code	43 Federal Tax Data	44 State Tax Data
0-No previous service 1-No break in service 2-Break in service (less than 3 years) 3-Break in service (more than 3 years)		Form Executed (1-Yes 2-No) / Code / No. Tax Exemptions	Form Executed / Code 00 / No. Tax Exemp. / State Code

45 Position Control Certification	46 OP Approval	Date Approved
09-22-66 N	[signature]	9/21

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

1 SERIAL NUMBER	2 NAME (Last-First-Middle)
056361	HICKS, CALVIN W.

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE REQUESTED (MONTH DAY YEAR)	5 CATEGORY OF EMPLOYMENT
REASSIGNMENT	07 31 66	REGULAR

6 FUNDS	V TO V	V TO CF	7 FINANCIAL ANALYSIS NO. CHARGEABLE	8 LEGAL AUTHORITY (Completed by Office of Personnel)
X	CF TO V	CF TO CF	7235 0620	

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDP/WH BRANCH 3 LIMA SECTION	WASHINGTON, D.C.

11 POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
OPS OFFICER (13)	1392	D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0136.01	13 4	$ 14,217

18 REMARKS

FROM: DDP/WH/CS & DEV COMP/9997

MR. HICKS IS REPLACING MR. POSNER WHO IS BEING REASSIGNED.

1 - FINANCE
1 - SECURITY

Security Approval Granted by Pers. SD/OS 7/27/66
JLc 8/8/66

18A SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
Edward F. O'Malley ROBERT D. CASHMAN C/WH/PERS	2 Aug 66	[signature]	3 Aug 66

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HQOTRS CODE	25 DATE OF BIRTH MO. DA. YR.	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.
37	10	51400	wh	75613		1	11 08 24		

28 MTE EXPIRES MO. DA. YR.	29 SPECIAL REFERENCE	30 RETIREMENT DATA 1-CSC 3-FICA 5-NONE	CODE	31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA TYPE	MO DA YR	EOD DATA	33 SECURITY REQ NO	34 SEX

35 VET PREFERENCE CODE (0-NONE 1-5 PT 2-10 PT)	36 SERV COMP DATE MO DA YR	37 LONG COMP DATE MO DA YR	38 CAREER CATEGORY (CAR RESV PROV TEMP) CODE	39 FEGLI/HEALTH INSURANCE CODE (3-WAIVER 1-YES)	HEALTH INS. CODE	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	42 LEAVE CAT CODE	43 FEDERAL TAX DATA FORM EXECUTED (1-YES 2-NO)	CODE	NO. TAX EXEMPTIONS	44 STATE TAX DATA FORM EXECUTED (1-YES 2-NO)	CODE	NO TAX EXEMP	STATE CODE
				00				

45 POSITION CONTROL CERTIFICATION	46 O P APPROVAL	DATE APPROVED
08 08 66 H	H Milton	08-08-66

FORM 2-66 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 10 September 1965

1. SERIAL NUMBER: 056361
2. NAME (Last-First-Middle): HICKS, Calvin W.
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT
4. EFFECTIVE DATE REQUESTED: MONTH 09 DAY — YEAR 65
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: X V TO V | V TO CF | CF TO V | CF TO CF
7. COST CENTER NO. CHARGEABLE: 6235-0623
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH CS/CS Development Complement
10. LOCATION OF OFFICIAL STATION: Washington, D.C.
11. POSITION TITLE: OPS OFFICER
12. POSITION NUMBER: XXXX 9947
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 13 (4)
17. SALARY OR RATE: $ 13,335

18. REMARKS
From DDP/WH/?C, MOB, PM Sec., #1140, D.C.
Subject is enrolled in extensive language training from September 1965 to January, 1966.

Recorded CSPD

18A. SIGNATURE OF REQUESTING OFFICIAL: ROBERT D. CASHMAN, C/WH/Pers.
DATE SIGNED: 10 Sept 65
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER
DATE SIGNED: 9/14/65

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY. CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOURS CODE	25 DATE OF BIRTH MO. DA. YR.	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.
37	13	51947	wh	75013		1	11 08 24		

28 NTE EXPIRES MO DA YR | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA (1—CSC, 3—FICA, 5—NONE) CODE | 31 SEPARATION DATA CODE | 32 CORRECTION CANCELLATION DATA TYPE MO DA YR | EOD DATA | 33 SECURITY REQ NO | 34 SEX

35 VET. PREFERENCE CODE (0—NONE, 1—5 PT, 2—10 PT) | 36 SERV. COMP. DATE MO DA YR | 37 LONG COMP. DATE MO DA YR | 38 CAREER CATEGORY CAR. RESV PROV. TEMP CODE | 39 FEGLI HEALTH INSURANCE CODE (0—WAIVER, 1—YES) HEALTH INS. CODE | 40 SOCIAL SECURITY NO

41 PREVIOUS GOVERNMENT SERVICE DATA CODE (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) | 42 LEAVE CAT CODE | 43 FEDERAL TAX DATA FORM EXECUTED (1—YES, 2—NO) CODE NO TAX EXEMPTIONS | 44 STATE TAX DATA FORM EXECUTED (1—YES, 2—NO) CODE NO TAX EXEMP STATE CODE

45 POSITION CONTROL CERTIFICATION: 9-15-65 wp
46 O P APPROVAL
DATE APPROVED: 9/14/65

FORM 6-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 3 May 1962

1. SERIAL NUMBER: 056361
2. NAME (Last-First-Middle): HICKS, Calvin W.
3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 05 DAY 13 YEAR 62
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: X V TO V | V TO CF | CF TO V | CF TO CF
7. COST CENTER NO. CHARGEABLE: 2235-1400-1000
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS:
DDP
Task Force W
Paramilitary Branch
10. LOCATION OF OFFICIAL STATION: Washington, D.C.
11. POSITION TITLE: OPS OFFICER
12. POSITION NUMBER: 0715
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 13 (1)
17. SALARY OR RATE: $10,635
18. REMARKS:
Recommendation and Fitness Report previously submitted.

18A. SIGNATURE OF REQUESTING OFFICIAL: LOUIS W. ARMSTRONG, C/TFW/Fers. — DATE SIGNED: 3 May 62
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER — DATE SIGNED: 5/10/62

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. MINORS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	61450 / 7FW			1	11 08 24		

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 3 - FICA, 4 - NONE) | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT., 2 - 10 PT) | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. MIL SERV CREDIT CD (1 - YES, 2 - NO) | 39. FEGLI / HEALTH INSURANCE (0 - WAIVER, 1 - YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 12 MOS), 3 - BREAK IN SERVICE (MORE THAN 12 MOS)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: [signature] 05/10/62
46. O.P. APPROVAL: [signature] — DATE APPROVED: 5/14/62

452 USE PREVIOUS EDITION — SECRET — (4)

14-00000

EYES ONLY
SECRET

28 August 1961

MEMORANDUM FOR: Secretary, CS/CS Panel (Section B)

SUBJECT : Recommendation for Promotion to Grade GS-13 - Mr. Calvin W. Hicks

1. It is recommended that Calvin W. Hicks be promoted from Grade GS-12 to Grade GS-13 in recognition of his outstanding performance as a member of JMATE Project.

2. Mr. Hicks was assigned to JMATE Project in October 1960 as an operations officer in the Paramilitary Section. His years of Agency experience and varied operational assignments enabled him to immediately take hold and perform the many functions required in the Paramilitary Operations Section in a most outstanding manner. This included recruitment, training, briefing, debriefing and in-exfiltration of agents; supervision of the infiltration of supplies and bodies by air for the Paramilitary Operations Section; case officer for certain high level agents and their W/T operators inside the target area. Mr. Hicks' maturity, common sense and varied experience enabled him to operate with the minimum of supervision. He trained certain agents in tradecraft, air and maritime reception, mapping, and guerrilla warfare with the result that these agents received the only completely successful air drops. In addition, some of these agents handled and trained by Mr. Hicks became our most trusted and important agents, and a large measure of their willingness to go on after continued frustrations was due to their respect for, and trust and confidence in, Mr. Hicks.

3. Mr. Hicks has continuously demonstrated the ability to perform duties in a higher grade. He has the leadership, maturity, common sense, stability, and ability to make decisions and to operate with minimum supervision so necessary to senior officers in the Agency. He is aggressive and capable of fighting for his views; at the same time he will listen to advice and once a decision has been handed down, will give it his full support even though he might have opposed it before the decision was made.

EYES ONLY
SECRET

EYES ONLY
SECRET

4. Mr. Hicks has been an Agency staff employee since August 1950 and was last promoted in November 1956. He is in every way fully qualified to perform the duties of a higher grade and has been doing so in an outstanding manner on JMATE Project. Therefore, it is strongly recommended that Mr. Hicks be promoted to Grade GS-13 at the earliest date.

J. C. KING
Chief
Western Hemisphere Division

EYES ONLY
SECRET

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 10 August 1961

1. SERIAL NUMBER: 056361 ✓
2. NAME (Last-First-Middle): HICKS, Calvin W.

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT And Transfer to Vouchered Funds
4. EFFECTIVE DATE REQUESTED: MONTH 8 / DAY 20 / YEAR 61
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / X CF TO V / CF TO CF
7. COST CENTER NO. CHARGEABLE: 2635-5000-8021
8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS:
DDP/WH, Divn.
Branch 4
Paramilitary Sec.

10. LOCATION OF OFFICIAL STATION: Wash., D. C.

11. POSITION TITLE: OPS OFFICER (D)
12. POSITION NUMBER: 0716
12A. PCR CONTROL NO.:
13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LP, etc.): GS (12)
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 12 (4)
17. SALARY OR RATE: $ 9,735

18. REMARKS

From: DDP/WH, Br. 4, Unass.

18A. SIGNATURE OF REQUESTING OFFICIAL: Herbert V. Juul — HERBERT V. JUUL, C/WH/Pers.
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: Orrville C. Dawson

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEG. CODE	24. HQ/OTRS CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
16	16	64150	WH	75013		1	11 08 24		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 = CSC, 3 = FICA, 5 = NONE)	CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE CODE (0 = NONE, 1 = 5 PT., 2 = 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. MIL. SERV. CREDITED (1 = YES, 2 = NO)	39. FEGLI / HEALTH INSURANCE (CODE; 0 = WAIVED, 1 = YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 = NO PREVIOUS SERVICE, 1 = NO BREAK IN SERVICE, 2 = BREAK IN SERVICE (LESS THAN 12 MOS.), 3 = BREAK IN SERVICE (MORE THAN 12 MOS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 = YES, 2 = NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 = YES, 2 = NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: W. Kearney 08 8/61
46. O.P. APPROVAL: Orrville C. Dawson

OBSOLETE PREVIOUS EDITIONS

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 17 October 1960

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
556361	HICKS, Calvin W.

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT (TEMPORARY)*

4. EFFECTIVE DATE REQUESTED: 10-30-60 (11-64-60 per ...)

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF

7. COST CENTER NO. CHARGEABLE: 1535-5000-0021

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDP/WH Division Branch 4 — 4617

10. LOCATION OF OFFICIAL STATION: WASHINGTON, D.C.

11. POSITION TITLE	12. POSITION NUMBER	12A PCR CONTROL NO.	13. CAREER SERVICE DESIGNATION
GUERILLA WARFARE OFFICER	XXXXXA		D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.14	12 (3)	$9475

18. REMARKS: CS/CS/DC

~~DDP/NE/5-Cherat, Pakistan #812~~

*UPON TERMINATION OF THIS TEMPORARY ASSIGNMENT YOU WILL BE REASSIGNED AS THE HEAD OF YOUR CAREER SERVICE DIRECTS.

DOG: 11-18-56
PSI: 05-14-61

Concur. [signature] C/WC/PE 10-18-60 no detail

19A. SIGNATURE OF REQUESTING OFFICIAL: [signature] HERBERT V. JUUL, C/WH/1/Pers.

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature] Orrill C. Dawson

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INCOME CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
57 / 57	21 / 10	64456	WH			1	11 08 24		

EOD DATA

45. POSITION CONTROL CERTIFICATION: W. Kearney 11/ /60

46. O.P. APPROVAL: Orrill C. Dawson

FORM 1152 OBSOLETE PREVIOUS EDITIONS AND FORM 1152A.

SECRET

(4)

REQUEST FOR PERSONNEL ACTION

Field	Entry
1. Serial No.	556361
2. Name (Last-First-Middle)	HICKS CALVIN W.
3. Date Of Birth (Mo. Da. Yr.)	11 08 24
4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	1
5. Sex	M 1
6. CS-EOD (Mo. Da. Yr.)	07 18 58
7. SCD (Mo. Da. Yr.)	05 28 48
8. CSC Retmt (Yes-1 No-2) Code	1
9. CSC Or Other Legal Authority	50 USCA 403 J
10. Apmt. Affidav. (Mo. Da. Yr.)	
11. FEGLI (Yes-1 No-2) Code	
12. LCD (Mo. Da. Yr.)	08 05 50
13. Mil. Serv. Credit. LCD (Yes-1 No-2) Code	1

PREVIOUS ASSIGNMENT

Field	Entry
14. Organizational Designations	DDP NEA SOUTH ASIA BRANCH CHERAT BASE, PAKISTAN
Code	5045
15. Location Of Official Station	CHERAT, PAKISTAN
Station Code	55544
16. Dept. - Field (Dept - , USfld - , Frgn -) Code	5
17. Position Title	GUERILLA WAR OFF
18. Position No.	0812
19. Serv.	GS
20. Occup. Series	0136.14
21. Grade & Step	12 3
22. Salary Or Rate	$ ~~8570~~ 9475
23. SD	DM
24. Date Of Grade (Mo. Da. Yr.)	11 18 56
25. PSI Due (Mo. Da. Yr.)	~~11 15 59~~
26. Appropriation Number	9 3373 02 174

ACTION

Field	Entry
27. Nature Of Action	REASSIGNMENT ~~XXXXXXXXXXX~~
Code	67
28. Eff. Date (Mo. Da. Yr.)	10 02 60
29. Type Of Employee	REGULAR
Code	25
30. Separation Data	

PRESENT ASSIGNMENT

Field	Entry
31. Organizational Designations	DDP/NE ~~NEA~~ CS/CS DEVELOPMENT COMPLEMENT
Code	4088
32. Location Of Official Station	WASHINGTON, D.C.
Station Code	7543
33. Dept. - Field (Dept - , USfld - , Frgn -) Code	1
34. Position Title	~~XXXXX~~ GUERILLA WAR OFF
35. Position No.	[redacted] 1597
36. Serv.	GS
37. Occup. Series	0136.14
38. Grade & Step	12 3
39. Salary Or Rate	$ 9475
40. SD	D
41. Date Of Grade (Mo. Da. Yr.)	
42. PSI Due (Mo. Da. Yr.)	
43. Appropriation Number	1120 1998

SOURCE OF REQUEST

A. Requested By (Name And Title): FRANK J. DEWALD, JR. CNE/PERSONNEL [signature]

B. For Additional Information Call (Name & Telephone Ext.): Donna Bobin x3671

C. Request Approved By (Signature And Title):

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[signature]	9/30/60	D. Placement		
B. Pos. Control	[signature]	[illegible]	E.		
C. Classification			F. Approved By	[signature]	10/21/60

Remarks

2 cc - Security
1 cc - Finance

PCS RETURNEE
Subject awaiting reassignment

Separated [illegible] CSPD 10/19/60

FORM NO. 1152
1 MAR 57

(4)

14-00000

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
HICKS, Calvin W.	dau. Lisa malaria dau. Mary tonsillectomy son. Michael tonsillectomy	60-391D 60-392D 60-393D

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on April 1960.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF BCD REPRESENTATIVE
10 Aug 60	R. DeFelice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 8-58 1076 USE PREVIOUS EDITION. SECRET (4-21-35)

14-00000

Pre 1960
Requests for
Personnel action
& similar docs

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056651

SECTION A — GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Hicks,	Calvin	W.	8 Nov 24	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Watch Officer	DDP/FI/INT/IW	HQS

9. CHECK (X) TYPE OF APPOINTMENT: X CAREER · RESERVE · TEMPORARY · CAREER-PROVISIONAL (See instructions - Section C) · SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL · X ANNUAL · REASSIGNMENT SUPERVISOR · REASSIGNMENT EMPLOYEE · SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 31 October 1972

12. REPORTING PERIOD (From- to-): 1 Nov 71 - 31 Oct 72

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M-Marginal — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P-Proficient — Performance is satisfactory. Desired results are being produced in the manner expected.

S-Strong — Performance is characterized by exceptional proficiency.

O-Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1 (NOTE: DD10 is the closest qualification code to describe the work of a Watch Officer) --Prepares ID dissems from Intel Cables and releases them to the U.S. Intel Community for the CS expediting their delivery by electrical transmission when appropriate. Also dissems certain FI/D Cables.	S
SPECIFIC DUTY NO. 2 Consults with area division officers, as necessary in his judgment, regarding disseminability of the info and to ensure adequate protection of sources and methods with minimum impairment to info reaching policy levels.	S
SPECIFIC DUTY NO. 3 Reviews supdata and authentication statement in intel cables and deletes any sensitive operational data before any distribution is made. Effects distribution of the deleted portion within the DDP on a strict need to know basis.	S
SPECIFIC DUTY NO. 4 Keeps current on the general and special requirements of customer agencies including the White House for cabled info, i.e., info on narcotics, hijacking, protection of U.S. and foreign dignitaries, etc.	S
SPECIFIC DUTY NO. 5 After hours, grants clearances (in consultation with responsible area division) for the use of dissemed CS information in finished intel publications in a manner denied by dissemination controls	S
SPECIFIC DUTY NO. 6 Maintains good working relations not only with DDP area divisions and staff, but with Signal Center and Cable Secretariat at all levles to expedite the dissem of significant reports; works closely with CSDOs and SDOs to keep one another alert to significant events.	S

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be described, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Hicks continues to perform with exceptional proficiency. In April 1972 he was granted a Quality Step Increase in recognition and as proof of the high esteem in which he is held by his supervisor in the Clandestine Service.

Mr. Hicks' services have been particularly valuable during this reporting period because of DDP's increased concern regarding the strict maintenance of operational security in the dissemination of its intelligence information. Mr. Hicks has been instrumental in referring many reports when in the opinion of IW officers, the authentication statement and the manner in which the report is written would help to pinpoint the source of the information if the report fell in unauthorized hands. Mr. Hicks' notations on the IW log cards which record the action taken on each report indicate the seriousness in which Mr. Hicks approaches his daily tasks and his contributions in reminding Divisional personnel about the essential elements of good reporting and the need to comply with the prescribed format.

The exercise of good judgment in referring or consulting on an Intel Cable prior to its dissemination to the Intelligence Community is an essential element in the proper functioning of this office and upon which depends to a certain extent the Agency's reputation.

With the retirement and reassignment of several IW officers during this reporting period, Mr. Hicks is now the IW officer with the most experience and continuity on the job. This together with his maturity of judgment and ability to withstand the rigors and pressures inherent in an around-the-clock activity, make Mr. Hicks a distinct asset in the unit.

The assignment carries no supervisory responsibilities and does not require any ~~significant demonstration of cost consciousness.~~

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
16 October 1972	Calvin W. Hicks

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
38		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
16 October 1972	C/FI/INT/IW	Joseph A. Procaccino

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I can add nothing to this evaluation. I share the rater's high opinion of Mr. Hicks' work and characteristics.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
24 Oct. 1972	C/FI/INT	Thomas F. Thiele

SECRET

BIOG[illegible] PROFILE (PART I)   SOD: 28 May 19[illegible]

1. NAME (Last-First-Middle)	3. SEX	4. DATE OF BIRTH	5. CONTINUITY COMP. DATE
HICKS, Calvin Wilson	M	8 Nov 1924	5 Aug 1950

6. MARITAL STATUS	7. DEPENDENT(S) (Exclud. employee)	NO.	YEAR(S) OF BIRTH	8. US NATURALIZATION DATE(S)
Married	▷	7	1925 '53 '54 '55 '57 '59	NA SPOUSE ?

9. CAREER STAFF STATUS	MEMBERSHIP	OTHER STATUS	10. LAST ACC. APP.	QUAL. FOR	EVAL. FOR
▷	Jul 1954		May 1966	PCS O/S	PCS O/S

11. CURRENT RESERVE STATUS	NONE	SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. 1	RELEASE TO MIL. SER. CAT. 2	TO BE DEFERRED CAT. 3	RETIRED
▷	X						

12. ASSESSMENT DATE	13. PROFESSIONAL TEST DATE	14. LANGUAGE APTITUDE TEST DATE
None	None	Aug 1954

5. NON-CIA EMPLOYMENT

1943-45 Military Service, US Army, Pvt
1946 National Geophysical Co, Dallas, Texas - Shooter (for seismography) (1 mo)
1948; 49 Marine Exploration Co, Houston, Texas - Laboratory Helper (5 mos)

6. NON-CIA EDUCATION

1945-50 Texas Agricultural & Mechanical College, College Sta, Texas - BS Geology /(Geophysics)
1949 Univ of Houston, Houston, Texas - Geology

7. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)	None

8. AGENCY SPONSORED TRAINING

1950 [illegible]
1950 [illegible] Cr [illegible] 1952 [illegible]
1952 [illegible] 1952 [illegible]
1952 C[illegible] 1953 [illegible]
1953 [illegible] Ops
1955 [illegible] Ops
[illegible]
1962 Records Of Orgn
1962 Autumn Sem
1963 CS Review
1965-66 Spanish [illegible]
1969 Management Crse
1969 Read Improve

9. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SO	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Au[illegible]	[illegible]			[illegible]	
Dec [illegible]	[illegible]			[illegible]	[illegible]
[illegible]	[illegible]			[illegible]	
A[illegible]	[illegible]			[illegible]	
Dc[illegible]	[illegible]			[illegible]	
[illegible]	[illegible]			[illegible]	
[illegible]	[illegible]			[illegible]	
[illegible]	[illegible]			[illegible]	
[illegible]	[illegible]			[illegible] WESVB-4	
No[illegible]	[illegible]			[illegible]	
[illegible]	[illegible]			[illegible]	
M[illegible]	[illegible]			[illegible]	
Oct 1960	" " " 0136.14	12	D	DDP/CS Dev Comp/NE	Hq
Nov 1960	" " " 0136.14	12	D	DDP/WH-4	"
Aug 1961	Ops Off 0136.01	12	D	DDP/WH-4/Paramil Sec	"
May 1962	" " 0136.01	13	D	DDP/Task Force "W"/Paramil Br	"
Jun 1964	" " 0136.01	13	D	DDP/SAS/MiamiOpsBr/Ch, PM Sec	"
May 1965	" " 0136.01	13	D	DDP/WH/C/MiamiOpsBr/Ch,PM Sec	"
Sep 1965	" " 01[illegible].01	1[illegible]	[illegible]	DDP/WH/CS [illegible]	"

20. DATE REVIEWED	21. PROFILE REVIEWED BY	22. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE
[illegible]	[illegible] 2 [illegible]	▷ (continued) 20 Nov 19[illegible]

BIOGRAPHIC PROFILE (PART I - Continued)

[illegible]361

NAME (Last-First-Middle): HICKS, Calvin Wilson

DATE OF BIRTH: 8 Nov 1924

12. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 ("Personnel Actions," Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION, TITLE & OCCUPATIONAL CODE		GRADE	SD	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Jul 1966	Ops Of	0136.01	13	D	DDP/WH/Br-3/Lima	Hq
Aug 1966	" "	0136.01	13	D	DDP/WH/Br-3/Colombia	"
Jun 1967	Watch Of	0132.07	13	D	DDP/FIStf/IntelGrp/IntelWatch	"

DATE REVIEWED: 20 Aug 1973

PROFILE REVIEWED BY: [illegible]/jmk

FORM 1202-1a SECRET [illegible] PROFILE

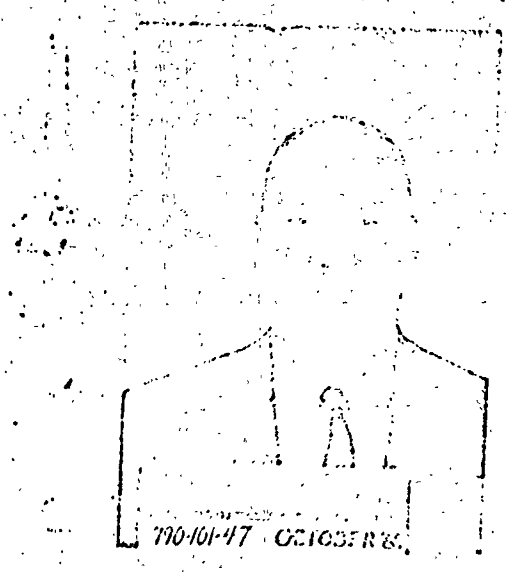
EMPL. SERIAL NO.
056361

BIOGRAPHIC PROFILE (PART 2)

NAME (Last-First-Middle)
HICKS, Calvin Wilson

DATE OF BIRTH
8 Nov 19[illegible]

23. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS



24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

26. ADDITIONAL INFORMATION

Commendation 1960 from former Chief of Base, Cherat, for outstanding performance of duty while on the staff of ACLEVER Project, 7 January - 25 August 1960.

Appreciation and Commendation 1967 from Ch, NE & SA Div for the performance of the FI/Intel Watch during the height of the recent Middle East crisis.

Appointed 1967 a Records Officer in the Clandestine Services.

Appreciation 1969 from Ch, Eur Div for the performance of the Intelligence Watch during the President's trip to Europe with endorsement by Ch, FI.

Award 1972 Quality Step Increase for sustained superior performance.

27. DATE REVIEWED	28. PROFILE REVIEWED BY
20 Aug 1973	umn/jrl

14-00000

Unsanitized Bioprofile

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DATE	25 Oct 1974
FILE NO.	2925
SS NUMBER	504-16-4912
EMPLOYEE NUMBER	056361
ID CARD NUMBER	

TO: (Check)
- X CHIEF, CONTROL DIVISION, OP
- CHIEF, CONTRACT PERSONNEL DIVISION, OP
- X CHIEF, OPERATING COMPONENT (For action) OPS STF

ATTN: CHIEF SUPPORT STAFF

REF: RETIREMENT

OFFICIAL COVER: ESTABLISHED / X DISCONTINUED

SUBJECT: HICKS, Calvin

UNIT:

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	X	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE: EOD
☐ BASIC COVER PROVIDED EFFECTIVE DATE ______	X	SUBMIT FORM 3254 CIA W-2 TO BE ISSUED. (HHB 20-11)
☐ OPERATIONAL COVER PROVIDED FOR ____ TDY ____ OTHER (Specify)	NA	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ______ (HHB 20-7)
SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ______ (HHB 20-7)	NA	EAA: CATEGORY I ☐ CATEGORY II ☐
SUBMIT FORM 3254 ______ W-2 TO BE ISSUED. (HHB 20-11)	X	RETURN ALL OFFICIAL DOCUMENTATION TO CCS
SUBMIT F[illegible] OR CHANGES AFFECTING THIS COVER. [illegible]	X	SUBMIT FORM 2688 FOR GEHA HOSPITALIZATION CARD.
SUBMIT [illegible]23 TRANSFERRING COVER RESPONSIBILITY. [illegible]		DO NOT WRITE IN THIS BLOCK
EAA. CATEGORY I ☐ CATEGORY II ☐		
SUBMIT FORM 2688 FOR ______ HOSPITALIZATION CARD		

THIS MEMO MUST REMAIN ON TOP OF FILE

REMARKS AND/OR COVER HISTORY

Subject will be acknowledged as CIA for entire period of employment and is not to reveal specific places or locations of cover assignments.

DISTRIBUTION:
- COPY 1 - CD or CPD
- COPY 2 - OPERATING COMPONENT
- COPY 3 - OS/SRBCD
- COPY 4 - OC-DD/TFB
- COPY 5 - CCS-FILE

PB:jp

James L. Franklin (signature)

CHIEF, OFFICIAL COVER BRANCH, COVER [illegible] STAFF

FORM 1-74 1551 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY. 007622

(13-20-43)

14-00000

THIS MEMORANDUM MUST REMAIN ON TOP OF THIS FILE

Keep on top of file

16 May 1955

MEMORANDUM FOR: The Record

SUBJECT : Credit Reference for Mr. Calvin W. Hicks

1. Mr. Calvin W. Hicks has had the following history of employment with the Agency:

a. August 1950 - EOD Headquarters
b. December 1950-April 1952 - FE Division, stationed overseas
c. April 1952-March 1954 - OTR, Headquarters
d. March 1954-May 1955 - OTR, ISOLATION

During his time at Headquarters he was a student and did not establish credit. While overseas, his cover was that of a Department of the Army civilian, although he told casual friends that he had been recalled to active duty. From April 1952 to March 1954, he used a nominal cover of a Department of Defense civilian. He used the Commanding Officer of ISOLATION (as locally known) to establish credit there.

2. Mr. Hicks will abide by the above story. Therefore, he should admit no affiliation with the Agency, and his employment with the Agency will be denied.

PERSONNEL OFFICER, OTR

CONCUR:

Calvin W. Hicks

CONCUR:

Security Officer, OTR

CONCUR:

Asst. Administrative Officer, OTR

SECRET

EFF 1 FEB 75

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

EF

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
55351	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
RETIREMENT (DISABILITY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA	12 27 74	REGULAR

6. FUNDS	V TO V / CF TO V	V TO CF / CF TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
			5222 4116 [illegible]	PL 88-643 SECT 231

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/OPERATIONS STAFF INTELLIGENCE GROUP INTELLIGENCE WATCH BRANCH	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
WATCH OFFICER	0J25	DAA

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	132.07	13 9	27632

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
45	11					11 [illegible]		

28. NTE EXPIRES (MO DA YR) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 3 - NONE; CODE) | 31. SEPARATION DATA CODE: [illegible] | 32. Correction /Cancellation (TYPE, MO, DA)

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT, 2 - 10 PT) | 36. SERV. COMP. DATE (MO DA YR) | 37. LONG. COMP. DATE (MO DA YR) | 38. CAREER CATEGORY (CAR, RESV, PROV, TEMP; CODE) | 39. FEGLI (CODE; 0 - WA, 1 - YES)

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.)) | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)

SIGNATURE OR OTHER AUTHENTICATION



FORM 1150 9-72 Mfg 8-73 | Use Previous Edition | SECRET | E 2 IMPDET CL BY 007622 | (4-51)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

UJCS C7731/73

1 SERIAL NUMBER: 056361
2 NAME (LAST-FIRST-MIDDLE): HICKS CALVIN W

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT
4 EFFECTIVE DATE (MO DA YR): 07 02 73
5 CATEGORY OF EMPLOYMENT:

6 FUNDS: X | V TO V | V TO CF | CF TO V | CF TO CF
7 FAN AND NS.A: 4222 4115 0001
8 CSC OR OTHER LEGAL AUTHORITY:

9 ORGANIZATIONAL DESIGNATIONS: DDO/OS
CCC/CS/PEND REASS
10 LOCATION OF OFFICIAL STATION: WASH., D.C.

11 POSITION TITLE: WATCH OFFICER
12 POSITION NUMBER: 0000
13 CAREER SERVICE DESIGNATION: D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15 OCCUPATIONAL SERIES: 0132.07
16 GRADE AND STEP: 13
17 SALARY OR RATE:

18 REMARKS

POSTED

SIGNATURE OR OTHER AUTHENTICATION

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14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

CUCS 10/31/73

1 SERIAL NUMBER	2 NAME (LAST-FIRST-MIDDLE)		
036581	HICKS CALVIN W		
3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5 CATEGORY OF EMPLOYMENT	
REASSIGNMENT	10 26 73		
6 FUNDS: X V TO V; V TO CF; CF TO V; CF TO CF	7 FAN AND ROCA	8 CSC OR OTHER LEGAL AUTHORITY	
	4222 4114 0001		
9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION		
DDO/OS DDO/OS/IG/IWB	WASH., D.C.		
11 POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION	
WATCH OFFICER	0547	D	
14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0132.07	13	

18 REMARKS

POSTED 11-8-73 [initials]

SIGNATURE OR OTHER AUTHENTICATION

J.F.BLO

Form 1150B 8-72 (MFG 9-72) Use Previous Edition

SECRET

E 2 IMPDET CL BY 007622

(4-51)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 07/03/72

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	07 01 72	

6. FUNDS				7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
X	V TO V		V TO CF	3223 4116 C000	
	CF TO V		CF TO CF		

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FI STAFF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
WATCH OFFICER	0947	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.07	13	

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

POSTED
7-27-72

Form 1150B 7-66 MFG. 2-72 | Use Previous Edition | SECRET | GROUP 1 Excluded from automatic downgrading and declassification | (4-51)

14-00000

SECRET
(When Filled In)

MEH: 03 JAN 72

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	12 23 71	REGULAR

6. FUNDS		V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	X	CF TO V		CF TO CF	2222 4116 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FI STAFF INTELLIGENCE GROUP INTELLIGENCE WATCH	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
WATCH OFFICER	0947	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.07	13 7	21313

18. REMARKS

HOME BASE: SOD

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	32500	FI	75013		1	11 08 24		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction Cancellation Data		33. SECURITY REQ NO	34. SEX
					EOD DATA		

35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE (LESS THAN 3 YRS.) 3 BREAK IN SERVICE (MORE THAN 3 YRS.)			

SIGNATURE OR OTHER AUTHENTICATION

POSTED
5 JAN 1972

FORM 5-66 1150 Mfg 6-70 Use Previous Edition

SECRET

BS

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

H8 SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

PCS 07/26/71

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	ICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	07 01 71	

6. FUNDS	X	V TO V		V TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF	2222 4110 0000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FI STAFF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
WATCH OFFICER	1032	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.07	13	

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

POSTED
26 AUG 1971

Form 1150B 7-66 MFG. 11-69 | Use Previous Edition | SECRET | GROUP 1 Excluded from automatic downgrading and declassification | (4-51)

35

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

HICKS CALVIN W 056361 42224116

E 47

1 SERIAL NO	2. NAME	3 ORGANIZATION	4 FUNDS	5 LWOP HOURS
056361	HICKS CALVIN W	32 400	V	

6 OLD SALARY RATE				7 NEW SALARY RATE				8 TYPE ACTION	
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 13	8	$25,500	05/02/71	GS 13	9	$26,189	04/28/74		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE

SIGNATURE Joseph A Boraccini DATE 7 February 1974

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS AUDITED BY: [signature]

FORM 7-66 560E Use previous editions **PAY CHANGE NOTIFICATION** (4-51)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
056361	HICKS CALVIN W	32 500 V	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS-13	7	$22,487	05/02/71	GS-13	8	$23,112	04-16-72			

8. Remarks and Authentication

QUALITY STEP INCREASE

/s/ H.B. FISHER DATE: 04-06-72

PAY CHANGE NOTIFICATION

Form 9-61 560 Mfg. 3-65 Obsolete Previous Edition (4-51)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
056361	HICKS CALVIN W	32 500 V	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS-13	7	$22,487	05/02/71	GS-13	8	$23,112	04-16-72			

8. Remarks and Authentication

QUALITY STEP INCREASE

/s/ H.B. FISHER DATE: 04-06-72

PAY CHANGE NOTIFICATION

Form 9-61 560 Mfg. 3-65 Obsolete Previous Edition (4-51)

14-00000

11 8

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
056361	HICKS CALVIN W	32 500	V	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 13	6	$20,721	05/04/69	GS 13	7	$21,313	05/02/71		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [signature] DATE 10 ... 1971

- [ ] NO EXCESS LWOP
- [x] IN PAY STATUS AT END OF WAITING PERIOD
- [ ] LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS [initials] AUDITED BY

FORM 7-66 560 E Use previous editions. PAY CHANGE NOTIFICATION (4-51)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32 500	V	GS 13 7	$22,487

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
HICKS CALVIN W	056361	32 500	V	GS 13 5	$14,665	$15,307

C/WH/3 G-36 FF H3

1. Serial No	2. Name	3. Cost Center Number	4. LWOP Hours
056361	HICKS CALVIN W	51 400 V	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 13	4	$14,217	05/09/65	GS 13	5	$14,665	05-07-67 ~~05/21/67~~			

8. Remarks and Authentication

/ ✓ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS [initials] AUDITED BY [initials]

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE

PAY CHANGE NOTIFICATION

Form 1-65 560E Mfg 3-65 (4-51)

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN. FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32 500 V	GS 13 6	$20,721

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN. FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32 500 V	GS 13 6	$19,555

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE
ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32 500	V	GS 13 5	$18,447

H8

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
056361	HICKS CALVIN W	32 500	V	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 13	5	$16,329	05/07/67	GS 13	6	$16,809	05/04/69		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE Edw. O Flannell DATE 6 March 1969

[ ] NO EXCESS LWOP

[✓] IN PAY STATUS AT END OF WAITING PERIOD

[ ] LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS AUDITED BY DH

FORM 7-66 560 E Use previous editions PAY CHANGE NOTIFICATION (4-51)

DB

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
HICKS CALVIN W	056361	32 500	V	GS 13 5	$15,307	$16,329

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32 400	V	GS 13 8	$25,500

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32 500	V	GS 13 8	$24,299

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11811 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
HICKS CALVIN W	056361	32 400	V	GS 13 9	$27,632

14-00000

SECRET
(When Filled In)

BJT: 14 JUN 67

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR)	5. CATEGORY OF EMPLOYMENT
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM	06 04 67	REGULAR

6. FUNDS	V TO V	V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
X	CF TO V	CF TO CF	7223 0007 0000	PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FI	WASH., DC

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
		D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
		13	

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 4 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ NO.	34. SEX
		2					

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV COMP. DATE (MO DA YR)	37. LONG COMP DATE (MO DA YR)	38. CAREER CATEGORY (LAW RES, PROV TEMP) CODE	39. FEGLI / HEALTH INSURANCE CODE (0 - WAIVER, 1 - YES) HEALTH INS CODE	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

gm 6/16/67

FORM 5-66 1150 Use Previous Edition

SECRET

plw

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

SECRET
(When Filled In)

OUT: 2 JUN 67

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	06 04 67	REGULAR

6. FUNDS	V TO V	V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
X	CF TO V	CF TO CF	7223 0007 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/FI STAFF INTELLIGENCE GROUP INTELLIGENCE WATCH	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
WATCH OFFICER	1032	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.07	13 5	14665

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
37	10	32500	FI	75013		1	11 08 24		

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 5 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR)	EOD DATA	33. SECURITY REQ NO.	34. SEX

35. VET PREFERENCE (CODE: 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV COMP DATE (MO DA YR)	37. LONG. COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RES, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE: 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

FROM: WH

POSTED
6/5/67

FORM 5-66 1150 Use Previous Edition

SECRET

Plw

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

SECRET
(When Filled In)

BJT, 27 APR 67

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
058361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	04 23 67	REGULAR

6. FUNDS	V TO V / CF TO V	V TO CF / CF TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
X			7235 0620 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH BRANCH 3 COLOMBIA SECTION	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	1358	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 4	14217

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
37	10	51400	WH	75013		1	11 08 24		

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 5 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ NO.	34. SEX
XX XX XX							

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP DATE (MO DA YR)	37. LONG COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RES, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE CODE (0 - WAIVER, 1 - YES) HEALTH INS CODE	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA: FORM EXECUTED (1 - YES, 2 - NO) CODE	NO TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO TAX EXEMP	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED

04 28 67

BJT

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SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(4-5) (When Filled In)

14-00000

ZF: 27 SEPT 66

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 15 66	REGULAR

6. FUNDS	V TO V	CF TO V	V TO CF	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	X				7235 0620 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH BRANCH 3 COLOMBIA SECTION	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	1359	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 4	14217

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
37	10	51400	WH	75013		1	11 08 24		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO, DA, YR)		33. SECURITY REQ NO	34. SEX
09 14 68	84				EOD DATA		

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE (MO DA YR)	37. LONG COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE CODE (0 - WAIVER, 1 - YES)	HEALTH INS CODE	40. SOCIAL SECURITY NO

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO TAX EXEMP	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
09 30 66

1150 Use Previous Edition

SECRET
(When Filled In)

SECRET
(When Filled In)

[illegible] 10 AUG 66

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	07 31 66	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
X					7235 0620 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH BRANCH 3 LIMA SECTION	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	1392	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 4	14217

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
37	10	51400	WH	75013		1	11 08 24		

28. NTE EXPIRES (MO. DA YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ NO.	34. SEX

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE (MO. DA YR)	37. LONG. COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE CODE (0 - WAIVER, 1 - YES) HEALTH INS CODE	40. SOCIAL SECURITY NO

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA: FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO TAX EXEMP	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

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FORM 11-62 1150 Use Previous Edition

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GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
HICKS CALVIN W	056361	51 997	V	GS 13 4	$13,815	$14,217

RZF: 21 SEPT 65

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 21 65	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	X				6235 0623 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH CS/CS DEVELOPMENT COMPLEMENT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	9997	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 4	13335

18. REMARKS

TRAINING

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	13	51997	WH	75013		1	11 08 24		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ NO	34. SEX

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO

41. PREVIOUS GOVERNMENT SERVICE DATA (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
dlb 9/23/65

FORM 11-62 1150 Use Previous Edition

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

(When Filled In)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
HICKS CALVIN W	056361	51 997	V	GS 13 4	$13,335	$13,815

MAY 12 4 23 PM '65

1. Serial No.	2. Name	3 Cost Center Number	4. LWOP Hours
056361	HICKS CALVIN W	49 300 38F V	

5 OLD SALARY RATE				6. NEW SALARY RATE				7 TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 13	3	$12,915	05/10/64	GS 13	4	$13,335	05/09/65			

8 Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS KW AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE 5/4/65

PAY CHANGE NOTIFICATION

Form 560 9-61 Obsolete Previous Edition (4-51)

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/27/65

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
056361	HICKS CALVIN W		
3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT	05 31 65		
6. FUNDS: X V TO V / V TO CF / CF TO V / CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY	
	5235 1162 0000		
9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION		
DDP/WH DIVISION WH C MIAMI OPS BR PM SEC	WASH., D. C.		
11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION	
OPS OFFICER	1140	D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13	

18. REMARKS

POSTED
6-9-65 [initials]

SIGNATURE OR OTHER AUTHENTICATION

Form 1150B Use Previous Edition
3 MFG. 1-63

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

(4-51)

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ADPD 07/01/64

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	06 19 64	

6. FUNDS	X	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF	4232 1000 1000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/SAS H O B PM SEC	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER CH	0930	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13	

18. REMARKS

232-1000

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
056361	HICKS CALVIN W	49 450 39F V	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 13	2	$12,110	05/12/63	GS 13	3	$12,495	05/10/64			

8. Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS
AUDITED BY ck

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE 3 April 64

REC. PAYROLL BRANCH
MAY 5 4 53 PM '64

Form 9-61 560 Obsolete Previous Edition

PAY CHANGE NOTIFICATION

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
HICKS CALVIN W	056361	49 450	V	GS 13 2	$11,515	$12,110

1 Serial No	2 Name	3 Cost Center Number	4 LWOP Hours
056361	HICKS CALVIN W	61 450 V 3	

5 OLD SALARY RATE				6 NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 13	1	$11,150	05/13/62	GS 13	2	$11,515	05/12/63			

8 Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY

p.CR.

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE 25 MAR 63

PAY CHANGE NOTIFICATION

Form 961 560 Obsolete Previous Edition (4-51)

14-00000

BWS: 11 MAY 62

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	05 13 62	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	X				2235 1400 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP TASK FORCE W PARAMILITARY BRANCH	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0715	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 1	10635

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	61450	TFW	75013		1	11 08 24	05 13 62	05 13 62

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ. NO	34. SEX

35. VET PREFERENCE CODE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE (MO DA YR)	37. LONG COMP. DATE (MO DA YR)	38. MIL. SERV. CREDIT/LCD (1 - YES, 2 - NO) CODE	39. FEGLI / HEALTH INSURANCE (0 - WAIVER, 1 - YES) CODE; HEALTH INS. CODE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 12 MOS), 3 - BREAK IN SERVICE (MORE THAN 12 MOS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA: FORM EXECUTED (1 - YES, 2 - NO), CODE, NO TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO), CODE, NO TAX EXEMP, STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
05/23/62 WK

Form 8-61 1150 Use Previous Edition SECRET (4-61)

101

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS. EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
HICKS CALVIN W	056361	61450	V	13 1	$10635	13 1	$11150

PSC: 18 AUG 1961

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS	08 20 61	REGULAR

6. FUNDS		V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	X	CF TO V		CF TO CF	2635 5000 8021	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 4 PARAMILITARY SECTION	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0716	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	12 4	9735

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
16	10	64450	WH	75013		1	11 08 24		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ NO.	34. SEX
					EOD DATA		

35. VET PREFERENCE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. MIL. SERV. CREDIT/LCD (1 - YES, 2 - NO)	39. FEGLI / HEALTH INSURANCE (0 - WAIVER, 1 - YES; HEALTH INS CODE)	40. SOCIAL SECURITY NO

41. PREVIOUS GOVERNMENT SERVICE DATA (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 12 MOS), 3 - BREAK IN SERVICE (MORE THAN 12 MOS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

E.O.D. [stamp] 08/29/61 VK

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Form 6-60 1150 Obsolete Previous Editions

SECRET

(4-81)

SWS: 4 NOV 1960

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
056361	HICKS CALVIN W

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT (TEMPORARY)*	11 04 60	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
				X	1535 5000 0021	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 4	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
GUERILLA WAR OF	0000	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.14	12 3	9475

18. REMARKS

*UPON TERMINATION OF THIS TEMPORARY ASSIGNMENT YOU WILL BE REASSIGNED AS THE HEAD OF YOUR CAREER SERVICE DIRECTS.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	64450	WH	75013		1	11 08 24		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE)	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ NO.	34. SEX
					EOD DATA		

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP DATE	37. LONG. COMP. DATE	38. MIL. SERV. CREDIT/LCO (1 - YES, 2 - NO)	39. FEGLI / HEALTH INSURANCE (0 - WAIVER, 1 - YES; HEALTH INS CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 12 MOS), 3 - BREAK IN SERVICE (MORE THAN 12 MOS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
11/17/60 ZK

Form 6-60 1150 Obsolete Previous Editions

11/9/60

SECRET (4-9)

SECRET
(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
556361	HICKS CALVIN W	DDP/WH UN UV	

5. OLD SALARY RATE Grade	Step	Salary	Last Eff. Date	6. NEW SALARY RATE Grade	Step	Salary	Effective Date	7. TYPE ACTION PSI	LSI	ADJ.
GS 12	3	$ 9,475	11/15/59	12	4	$ 9,735	05/14/61			

8. Remarks and Authentication

/ X / NO EXCESS LWOP

/ / IN PAY STATUS AT END OF WAITING PERIOD

US AT END OF WAITING PERIOD

14-00000

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
DM	HICKS CALVIN W	556361	50 45	GS-12 3	$ 8,810	$ 9,475

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

BLT. 21 OCT 1960

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 056361
2. NAME (LAST-FIRST-MIDDLE): HICKS CALVIN W
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT
4. EFFECTIVE DATE (MO DA YR): 10 02 60
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF
7. COST CENTER NO. CHARGEABLE: 1120 1993 0000
8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 j
9. ORGANIZATIONAL DESIGNATIONS: DDP NE CS/CS DEVELOPMENT COMPLEMENT
10. LOCATION OF OFFICIAL STATION: WASH., D. C.
11. POSITION TITLE: GUERILLA WAR OFF
12. POSITION NUMBER: 9997
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, WB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.14
16. GRADE AND STEP: 12 3
17. SALARY OR RATE: 9475
18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employ Code	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 Magn Code	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
37	16	58997	NE	75013		1	11 08 24		

28. NTE EXPIRES (MO DA YR) | 29 SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE | 31. SEPARATION DATA CODE | 32 CORRECTION CANCELLATION DATA TYPE MO DA YR | EOD DATA | 33. SECURITY REQ NO. | 34. SEX

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT, 2 - 10 PT.) | 36. SERV. COMP. DATE MO DA YR | 37. LONG. COMP. DATE MO DA YR | 38. MIL SERV. CREDIT/LCD (1 - YES, 2 - NO) | 39 FEGLI / HEALTH INSURANCE CODE, CODE 2 WAIVER, HEALTH INS. CODE | 40 SOCIAL SECURITY NO

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 12 MOS), 3 - BREAK IN SERVICE (MORE THAN 12 MOS)) | 42. LEAVE CAT CODE | 43 FEDERAL TAX DATA: FORM EXECUTED (1 - YES, 2 - NO), CODE, NO. TAX EXEMPTIONS | 44 STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO), CODE, NO. TAX EXEMP, STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED

14-00000

Pre 1960 Personnel actions

14-00000

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
056361	HICKS, Calvin W.	8 Nov 24	M	GS-13	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (ck one)
Watch Officer	DDO/OPS/INT/IW	HQS	X HQS. OF

11. TYPE OF APPOINTMENT: X CAREER — RESERVE — CONTRACT — OTHER (Spec.) — TEMPORARY

12. TYPE OF REPORT: X ANNUAL — REASSIGNMENT — X SPECIAL

13. REPORTING PERIOD (From-to): 1 October 1973 - 30 September 1974

14. DATE REPORT DUE IN O.P.: 31 October 1974

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT. — no

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1 (NOTE: D010 IS THE CLOSEST QUALIFICATION CODE TO DESCRIBE THE WORK OF A WATCH OFFICER) — Prepares TD disseminations from DDO intel cables and releases them to the U.S. Intel Community expediting their delivery by advance electrical transmission when appropriate. Also disseminates certain DIV/D cables.	S
SPECIFIC DUTY NO. 2 Reviews intel cables for adherence to established reporting procedures and operational security; when necessary deletes objectionable data from the SUPDATA and/or authentication statements.	S
SPECIFIC DUTY NO. 3 After hours grants or denies clearances (in consultation with the responsible area division) for use of DDO information in finished intel publications.	S
SPECIFIC DUTY NO. 4 Keeps current on the general and special requirements of both internal and external Agency customers particularly when the information involves the security and protection of U.S. and foreign dignitaries, hijacking, etc.	S
SPECIFIC DUTY NO. 5 Maintains good working relations not only with DDO area divisions and staffs but with Signal Center, Cable Secretariat at all levels to expedite the dissemination of significant reports; works closely with DDO Duty Officers and SDOs to keep one another alert to significant events.	S
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

28 OCT 1974

CLASSIFICATION
CONFIDENTIAL

E2, IMPDET CL BY 002025 (4)

CONFIDENTIAL
CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

During this reporting period Mr. Hicks' performance has continued to be characterized by exceptional proficiency. The record is already replete of laudatory comments regarding his performance not only in IW but in previous assignments. Mr. Hicks is retiring from the Agency at the end of this year on a medical disability.

Since his assignment to IW, 7 1/2 years ago, he has had a medical hold and because of his deep roted motivation and strong belief in the Agency's mission, he has held on tenaciously until he reached the age of 50. In addition to being a very effective IW officer throughout these years, Mr. Hicks has also performed in a superior manner as a paramilitary officer during the early years of his career, overseas and in Headquarters.

We wish him Godspeed, and our best wishes for good health throughout the coming years.

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
64	RETIRED	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
24 December 1974	C/OPS/INT/IW	Joseph A. Procaccino

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
HAVE ATTACHED: [ ] / HAVE NOT ATTACHED: X		Calvin W. Hicks

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur with the rating official's comments. Mr. Hicks turned in a creditable performance during his extended tour on the Operations Staff, and well deserves his supervisor's "Strong" rating. We all hope that his years of retirement are rewarding and fruitful.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	C/OPS/INT	Eloise R. Page

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE	SIGNATURE OF EMPLOYEE
	Employee retired on 27 December 1974	

CLASSIFICATION
CONFIDENTIAL

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
056361	HICKS, Calvin W.	8 Nov 24	M	GS-13	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. HQ CD
Watch Officer	DDO/OPS/INT/IW	HQS	1

11. TYPE OF APPOINTMENT: X CAREER / RESERVE / CONTRACT / OTHER (Spec.)

12. TYPE OF REPORT: TEMPORARY / X ANNUAL / REASSIGNMENT / SPECIAL

13. REPORTING PERIOD (from-to): 1 Nov 72 - 30 September 73

14. DATE REPORT DUE IN O.P.: 31 October 1973

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT. [illegible]

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: (Note: DDIO is the closest qualification code to describe the work of a Watch Officer)--Prepares TD disseminations from DDO Intel cables and releases them to the U.S. Intel Community expediting their delivery by advance electrical transmission when appropriate. Also disseminates certain DIV/D cables.	S
SPECIFIC DUTY NO. 2: Reviews intel cables for adherence to established reporting procedures and operational security; when necessary deletes objectionable data from the SUPDATA and/or authentication statements.	S
SPECIFIC DUTY NO. 3: After hours grants or denies clearances (in consultation with the responsible area division) for use of DDO information in finished intel publications.	S
SPECIFIC DUTY NO. 4: Keeps current on the general and special requirements of both internal and external Agency customers particularly when the information involves the security and protection of U.S. and foreign dignitaries, hijacking, etc.	S
SPECIFIC DUTY NO. 5: Maintains good working relations not only with DDO area divisions and staffs but with Signal Center, Cable Secretariat at all levels to expedite the dissemination of significant reports; works closely with DDO Duty Officers and SDOs to keep one ~~another alert to significant events.~~	S
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

15 NOV 1973

Form 45 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION

CLASSIFICATION

SECTION D — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment, and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

There has been no change in Mr. Hicks' performance from the last reporting period. It is still characterized by exceptional proficiency. He continues to display initiative, resourcefulness and good judgment in the performance of the duties assigned to an IW officer.

Mr. Hicks has been with the Intelligence Watch since June 1967. A medical hold has precluded any further overseas assignments and for this reason his tour in IW has been extended until he reaches age 50 (November 1974) at which time he plans to retire under the Agency retirement system. Throughout this period he has continuously applied himself with diligence and enthusiasm. Even after some protracted sick leave periods he has returned ready to step in and pick up where he left off which is the best proof of his mastery of details and the mechanics of dissemination, as well as his ability to adjust to the stresses and strains resulting from this type of assignment.

Since the inception of his IW assignment he has borne the same responsibilities and carried the same burdens as his colleagues in the GS-14 category and continues to perform at this level. For this sustained high-level of performance in 1972 he received a quality step increase in recognition and as proof of the high esteem in which he is held by his superiors.

Mr. Hicks' resourcefulness and ability to apply the myriad of reporting skills and techniques has been clearly demonstrated in crisis situations such as the recent Chilean political upheaval and the current Near Eastern crisis. The presence of IW officers such as Mr. Hicks enables the DDO to effect electrical dissemination of the high precedence traffic to the Intelligence Community in a matter of minutes on a 24-hour-a-day basis.

While his assignment carries no supervisory responsibilities he gives all indications of being cost conscious.

SECTION E — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, C AND D OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
23 October 1973	Calvin W. Hicks (signed)

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
50		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
23 October 1973	C/OPS/INT/IW	Joseph A. Procaccino (signed)

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I have observed Mr. Hicks' performance in various capacities over the years and concur with Mr. Procaccino's rating. His contribution to the Intelligence Watch has, I know, been substantial.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 November 1973	C/OPS/INT	Eloise R. Page (signed)

CLASSIFICATION

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Hicks,	Calvin	W.	8Nov 24	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Watch Officer	DDP/FI/INT/IW	HQS

9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
X CAREER	RESERVE	TEMPORARY	INITIAL		REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)			X ANNUAL		REASSIGNMENT EMPLOYEE
SPECIAL (Specify):			SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 October 1972	1 Nov 71 - 31 Oct 72

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S-Strong	Performance is characterized by exceptional proficiency.
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1 (Note: DDIO is the closest qualification code to describe the work of a Watch Officer) --Prepares TD dissems from Intel Cables and releases them to the U.S. Intel Community for the CS expediting their delivery by electrical transmission when appropriate. Also dissems certain FI/D Cables.	S
SPECIFIC DUTY NO. 2 Consults with area division officers, as necessary in his judgment, regarding disseminability of the info and to ensure adequate protection of sources and methods with minimum impairment to info reaching policy levels.	S
SPECIFIC DUTY NO. 3 Reviews subdata and authentication statement in intel cables and deletes any sensitive operational data before any distribution is made. Effects distribution of the deleted portion within the DDP on a strict need to know basis.	S
SPECIFIC DUTY NO. 4 Keeps current on the general and special requirements of customer agencies including the White House for cabled info, i.e., info on narcotics, hijacking, protection of U.S. and foreign dignitaries, etc.	S
SPECIFIC DUTY NO. 5 After hours, grants clearances (in consultation with responsible area division) for the use of dissemed CS information in finished intel publications in a manner denied by dissemination controls	S
SPECIFIC DUTY NO. 6 Maintains good working relations not only with DDP area divisions and staff, but with Signal Center and Cable Secretariat at all levles to expedite the dissem of significant reports; works closely with CSDOs and SDOs to keep one another alert to significant events.	S

OVERALL PERFORMANCE IN CURRENT POSITION 25 Oct 1972

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 45 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

(When Filled In)

SECTION C — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Hicks continues to perform with exceptional proficiency. In April 1972 he was granted a Quality Step Increase in recognition and as proof of the high esteem in which he is held by his supervisor in the Clandestine Service.

Mr. Hicks' services have been particularly valuable during this reporting period because of DDP's increased concern regarding the strict maintenance of operational security in the dissemination of its intelligence information. Mr. Hicks has been instrumental in referring many reports when in the opinion of IW officers, the authentication statement and the manner in which the report is written would help to pinpoint the source of the information if the report fell in unauthorized hands. Mr. Hicks' notations on the IW log cards which record the action taken on each report indicate the seriousness in which Mr. Hicks approaches his daily tasks and his contributions in reminding Divisional personnel about the essential elements of good reporting and the need to comply with the prescribed format.

The exercise of good judgment in referring or consulting on an Intel Cable prior to its dissemination to the Intelligence Community is an essential element in the proper functioning of this office and upon which depends to a certain extent the Agency's reputation.

With the retirement and reassignment of several IW officers during this reporting period, Mr. Hicks is now the IW officer with the most experience and continuity on the job. This together with his maturity of judgment and ability to withstand the rigors and pressures inherent in an around-the-clock activity, make Mr. Hicks a distinct asset in the unit.

The assignment carries no supervisory responsibilities and does not require any significant demonstration of cost consciousness.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
16 October 1972	Calvin W. Hicks

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
38	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
16 October 1972	C/FI/INT/IW	Joseph A. Procaccino

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I can add nothing to this evaluation. I share the rater's high opinion of Mr. Hicks' work and characteristics.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
24 Oct. 1972	C/FI/INT	Thomas F. Thiele

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS CALVIN W.	8 Nov 1924	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
WATCH OFFICER	DDP/FI/INT/IW	HEADQUARTERS

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 JANUARY 1971	1 JANUARY - 31 DECEMBER 1970

SECTION B — PERFORMANCE EVALUATION

U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
P—Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S—Strong	Performance is characterized by exceptional proficiency.
O—Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific duty	Rating letter
8888888888888 NOTE: DD10 (REPORTS OFFICER ACTIVITIES) IS THE CLOSEST QUALIFICATION CODE TO DESCRIBE MR. HICKS' WORK AS A WATCH OFFICER. SPECIFIC DUTIES ARE: SPEC.DUTY NO.1--PREPARES TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS	S
8888888888888 AND RELEASES THEM TO U.S. INTEL. COMMUNITY, EXPEDITING DELIVERY BY ELECTRICAL TRANSMISSION WHEN APPROPRIATE. SPEC.DUTY NO.2--RELEASES JBHURRIED CABLES AS DISSEMINATION TO INTEL. COMMUNITY, INTERPRETING BROAD FI/D INSTRUCTIONS ON VARIOUS CATEGORIES OF CABLES DISSEMED.	P
SPECIFIC DUTY NO. 3 --CONSULTS AREA DIVISION OFFICERS, AS NECESSARY, TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO THE VALUE OF THE INFORMATION REACHING POLICY LEVELS.	S
SPECIFIC DUTY NO. 4--SEEKS AND RESPONDS TO GUIDANCE RE MOST EFFECTIVE SERVICING OF THE INTEL. COMMUNITY, INCLUDING WHITE HOUSE SITUATION ROOM, WITH CS-ACQUIRED INFORMATION; INCLUDING AFTER-HOURS SERVICING OF REQUESTS FOR CLEARANCE OF CS-DISSEMINATED INFORMATION IN FINISHED INTELLIGENCE PUBLICATIONS ON BEHALF OF FI/INT/RC.	S
SPECIFIC DUTY NO. 5 ADVISES AND ASSISTS AREA DIVISION OFFICERS IN PREPARATION OF TD DISSEMINATIONS BASED ON INFORMATION OTHER THAN THAT CONTAINED IN INCOMING CABLED FIELD INFORMATION REPORTS; AND PROVIDES ADVICE TO CSDO ON REQUEST.	P
SPECIFIC DUTY NO. 6 FACILITATES AND MAINTAINS GOOD WORKING RELATIONS WITH THE CABLE SECRETARIAT AND SIGNAL CENTER AT ALL LEVELS TO EXPEDITE DISSEMINATION OF SIGNIFICANT REPORTS.	S

14 JAN 1971

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 7-68 45 OBSOLETE PREVIOUS EDITIONS SECRET GROUP 1 Excluded from automatic downgrading and declassification

Reviewed by CI/SPD/PPB

SECRET

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

JAN 14 9 23 AM '71 MAIL ROOM

THERE HAS BEEN NO CHANGE IN MR. HICKS' OVERALL PERFORMANCE FROM THE LAST RATING PERIOD. IT IS STILL CHARACTERIZED BY EXCEPTIONAL PROFICIENCY. HE CONTINUES TO BE A HIGHLY MOTIVATED, HARD-WORKING AND DEPENDABLE OFFICER.

SINCE JOINING IW IN JUNE 1967 HE HAS SERVED ON A ROTATING SCHEDULE WITH SEVEN OTHER OFFICERS DOING IDENTICAL WORK, THREE OF WHOM ARE CURRENTLY IN GRADE GS-14 AND ONE IN GRADE GS-15. THERE HAVE BEEN AS MANY AS FIVE GS-14 OFFICERS SERVING AT THE SAME TIME AS MR. HICKS. HE HAS, THEREFORE, BEEN PERFORMING DUTIES COMMENSURATE WITH A GRADE HIGHER THAN HIS PRESENT ONE.

HIS OUTGOING PERSONALITY AND EXTENSIVE KNOWLEDGE OF THE IW OPERATION HAS GAINED HIM THE CONFIDENCE AND RESPECT OF NOT ONLY HIS COLLEAGUES BUT ALSO OF THE NUMEROUS DIVISION REPRESENTATIVES WITH WHOM HE DEALS.

HE HAS NO SUPERVISORY DUTIES AND IS COST CONSCIOUS.

THERE HAS BEEN FREQUENT CONSULTATION WITH MR. HICKS CONCERNING THE PERFORMANCE OF HIS DUTIES.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
31 DECEMBER 1970	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
16 MONTHS		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
31 DECEMBER 1970	CHIEF, INTELLIGENCE WATCH	[signature] JOSEPH A. PROCACCINO

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

While I am physically separated from this officer and not in daily contact with him or his work, all secondary evidences are that this is a conservative but generally accurate evaluation.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 Jan 1971	C/FI/INT	[signature] Thomas F. Thiele

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS CALVIN W.	3 NOV 1924	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
WATCH OFFICER	DDP/FI/INT/IW	HEADQUARTERS

9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT	
X CAREER / RESERVE / TEMPORARY		INITIAL	REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)		X ANNUAL	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):		SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 JANUARY 1970	13 AUGUST - 31 DECEMBER 1969

SECTION B — PERFORMANCE EVALUATION

- U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
- P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.
- S—Strong: Performance is characterized by exceptional proficiency.
- O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
NOTE: THERE IS NOTHING IN THE CHECK LIST OF FUNCTIONS (CSI-20-24) WHICH ADEQUATELY COVERS MR. HICKS. THE CLOSEST IS REPORTS OFFICER ACTIVITIES (DD10). HIS SPECIFIC DUTIES ARE: SPEC.DUTY NO.1--PREPARES TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS & RELEASES THEM TO U.S. INTELLIGENCE COMMUNITY, EXPEDITING THEIR DELIVERY BY ELECTRICAL TRANSMISSION WHEN APPROPRIATE.	S
SPEC.DUTY NO.2--RELEASES JBHURRIED CABLES AS DISSEMINATIONS TO INTEL.COMMUNITY, INTERPRETING BROAD FI/D INSTRUCTIONS ON VARIOUS CATEGORIES OF CABLES DISSEMINATED.	P
SPECIFIC DUTY NO. 3--CONSULTS WITH AREA DIVISION OFFICERS DURING OFF-DUTY HOURS, AS NECESSARY, TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO THE VALUE OF THE INFORMATION REACHING POLICY LEVELS.	S
SPECIFIC DUTY NO. 4--ADVISES AND ASSISTS AREA DIVISION OFFICERS DURING OFF-DUTY HOURS IN THE PREPARATION OF TD DISSEMINATIONS BASED ON INFORMATION OTHER THAN THAT CONTAINED IN INCOMING CABLED FIELD INFORMATION REPORTS.	P
SPECIFIC DUTY NO. 5--SEEKS AND RESPONDS TO GUIDANCE CONCERNING THE MOST EFFECTIVE SERVICING OF THE INTEL.COMMUNITY, INCLUDING THE WHITE HOUSE SITUATION ROOM, WITH CLANDESTINE SERVICE-ACQUIRED INFORMATION AND PROVIDES AFTER-HOURS ADVICE ON DISSEMINATION POLICY AND PROCEDURES TO THE CS/DO ON REQUEST.	S
SPECIFIC DUTY NO. 6--FACILITATES AND MAINTAINS GOOD WORKING RELATIONS WITH CABLE SECRETARIAT AND SIGNAL CENTER AT ALL LEVELS TO EXPEDITE DISSEMINATION OF SIGNIFICANT REPORTS.	S

28 JAN 1970

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

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SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

JAN 23 10 49 AM '70

MR. HICKS' PERFORMANCE DURING THE 3½ MONTHS UNDER MY SUPERVISION HAS CONTINUED AT THE SAME HIGH LEVEL NOTED IN HIS LAST FITNESS REPORT. HE EXERCISES GREAT CARE AND ATTENTION TO THE MULTITUDE OF DETAILS ENTAILED IN THE PROCESSING OF INTEL CABLES. HE WORKS WELL UNDER PRESSURE AND IS CONGENIAL AND TACTFUL IN DEALING WITH DIVISIONAL PERSONNEL.

HIS TOUR IN IW WILL BE EXTENDED FOR ANOTHER TWO YEARS. HIS CONTINUED PRESENCE IN IW WILL BE OF INESTIMABLE VALUE TO NEW OFFICERS WHO WILL BE JOINING THE INTELLIGENCE WATCH AS OTHERS ARE REASSIGNED OR RETIRE.

I STRONGLY RECOMMEND THAT HE BE RECONSIDERED FOR PROMOTION TO GS-14. THERE IS NO QUESTION THAT HE HAS BEEN PERFORMING AT THIS LEVEL FOR A CONSIDERABLE PERIOD OF TIME.

There has been frequent consultation with Mr. Hicks concerning his performance of his duties. He has no supervisory duties and is cost-conscious.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE: 16 JANUARY 1970	SIGNATURE OF EMPLOYEE: Calvin W. Hicks	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 3½ MO.	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 16 JANUARY 1970	OFFICIAL TITLE OF SUPERVISOR: CHIEF/INTELLIGENCE WATCH	TYPED OR PRINTED NAME AND SIGNATURE: JOSEPH A. PROCACCINO
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

I do not know Mr. Hicks well having been assigned to the FI staff only a relatively short period of time, plus the fact that direct contacts with officers of the Intelligence Watch are not always frequent owing to their schedules. I would concur however in the rating and narrative comments above in view of my knowledge of the supervisors.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
20 January 1970	Deputy Chief, FI/INT	Raymond Villemarette

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS, CALVIN W.	8 NOV. 1924	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
WATCH OFFICER	FI/INT/IW	HEADQUARTERS

9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT	
X CAREER	RESERVE	TEMPORARY	INITIAL	X REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)			ANNUAL	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):			SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 JAN 1969 - 12 AUG 1969

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: PREPARES TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS AND RELEASES THEM TO THE U.S. INTELLIGENCE COMMUNITY FOR THE CLANDESTINE SERVICE, EXPEDITING THEIR DELIVERY BY ELECTRICAL TRANSMISSION WHEN APPROPRIATE.	10 S
SPECIFIC DUTY NO. 2: RELEASES UNHURRIED CABLES AS DISSEMINATIONS TO THE INTELLIGENCE COMMUNITY, INTERPRETING BROAD INSTRUCTIONS FROM FI/D ON VARIOUS CATEGORIES OF CABLES DISSEMINATED.	P
SPECIFIC DUTY NO. 3: CONSULTS WITH AREA DIVISION OFFICERS DURING OFF-DUTY HOURS, AS NECESSARY, TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO THE VALUE OF THE INFORMATION REACHING POLICY LEVELS.	S
SPECIFIC DUTY NO. 4: ADVISES AND ASSISTS AREA DIVISION OFFICERS DURING OFF-DUTY HOURS IN THE PREPARATION OF TD DISSEMINATIONS BASED ON INFORMATION OTHER THAN THAT CONTAINED IN INCOMING CABLED FIELD REPORTS.	P
SPECIFIC DUTY NO. 5: SEEKS AND RESPONDS TO GUIDANCE CONCERNING THE MOST EFFECTIVE SERVICING OF THE INTELLIGENCE COMMUNITY, INCLUDING THE WHITE HOUSE SITUATION ROOM, WITH CLANDESTINE SERVICE-ACQUIRED INFORMATION AND PROVIDES AFTER-HOURS ADVICE ON DISSEMINATION POLICY AND PROCEDURES TO THE CSDO ON REQUEST.	S
SPECIFIC DUTY NO. 6: FACILITATES AND MAINTAINS GOOD WORKING RELATIONS WITH CABLE SECRETARIAT AND SIGNAL CENTER AT ALL LEVELS TO EXPEDITE DISSEMINATION OF SIGNIFICANT REPORTS.	S

OVERALL PERFORMANCE IN CURRENT POSITION

4 AUG 1969

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 4-65 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

AUG 14 3 35 PM '69

MR. HICKS HAS BEEN A WATCH OFFICER IN IW FOR MORE THAN TWO YEARS AND IS A DEPENDABLE AND THOROUGHLY RELIABLE MEMBER OF THE TEAM. HE HAS A FINE OPERATIONAL BACKGROUND AND A KEEN SENSE OF SECURITY. HIS JUDGMENT IS VERY SOUND AND HE FAR EXCEEDS THE DEMANDS OF HIS POSITION IN THE EXTENT OF HIS COORDINATION WITH THE AREA DIVISIONS ON MATTERS WHERE HE FEELS THAT DIVISION JUDGMENT SHOULD BE BROUGHT TO BEAR ON AN INTELL CABLE. HE IS METICULOUSLY CORRECT IN HIS APPROACH TO HIS DUTIES AND KNOWS HOW TO BALANCE CUSTOMER NEED FOR ENLIGHTENMENT ON SOURCES TO THE AGENCY'S REQUIREMENTS FOR SOURCE PROTECTION. HE STANDS UP WELL UNDER PRESSURE, IS COOPERATIVE AND CONGENIAL. HE HAS BEEN RECOMMENDED FOR PROMOTION TO GS-14 THREE TIMES DURING HIS TOUR IN IW AND IT IS REGRETTABLE THAT IT HAS NOT BEEN POSSIBLE TO PROMOTE HIM. HIS PERFORMANCE IS SIMILAR TO THAT OF HIS COLLEAGUES WHO ARE IN GRADE GS-14.

NEITHER COST CONSCIOUSNESS NOR SUPERVISION IS A FACTOR IN HIS PERFORMANCE.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
12 AUGUST 1969	(signature)

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
21		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
12 August 1969	CHIEF, FI/INT/IW	EDWARD J. CARROLL (signature)

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
18 AUG 1969 13 August 1969	Chief, FI/INT	T. L. Feyer (signature)

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS, Calvin [illegible]	8 Nov. 1924	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Watch Officer	[illegible]/IW	Hqs.

9. CHECK (X) TYPE OF APPOINTMENT						10. CHECK (X) TYPE OF REPORT			
X	CAREER		RESERVE		TEMPORARY		INITIAL		REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL (See Instructions - Section C)						ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):					X	SPECIAL (Specify): Promotion Submission		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	24 October 1968 - 28 March 1969

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Prepares TD disseminations from cabled field information reports and releases them to the U.S. intelligence community for the Clandestine Service, expediting their delivery by electrical transmission when appropriate.	S
SPECIFIC DUTY NO. 2: Releases [illegible] cables as disseminations to the intelligence community, interpreting broad instructions from FI/D on various categories of cables disseminated.	P
SPECIFIC DUTY NO. 3: Consults with area division officers during off-duty hours, as necessary, to insure adequate protection of sources and methods with minimum impairment to the value of the information reaching policy levels.	S
SPECIFIC DUTY NO. 4: Advises and assists area division officers during off-duty hours in the preparation of TD disseminations based on information other than that contained in incoming cabled field reports.	P
SPECIFIC DUTY NO. 5: Seeks and responds to guidance concerning the most effective servicing of the intelligence community, including the White House Situation Room, with Clandestine Service-acquired information and provides after-hours advice on dissemination policy and procedures to the CSDC on request.	S
SPECIFIC DUTY NO. 6: Facilitates and maintains good working relations with Cable Secretariat and Signal Center at all levels to expedite dissemination of significant reports.	S

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 4-68 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Hicks has been with IW for almost 2 years and is a dependable and thoroughly reliable member of the team. He brings to his work a fine operational background and a sense of operational security which is of great assistance in the exercise of sound judgment on dissemination matters. He has an instinct for prompt recognition of problem cases and is imaginative in his approach to problems of under-enlightenment of the reader and the opposite extreme of lax source protection.

He is careful and meticulous in his work, level headed and sound in his judgments. He knows how to balance the customer demand for speed and enlightenment against the equally important demands for source protection. He stands up well under pressure, is cooperative and congenial with his colleagues and with the divisional personnel with whom he is in contact.

Neither cost consciousness nor supervision is a factor in his performance.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
28 March 1960	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
16		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
28 March 1960	Chief, FI/INT/IW	Edward J. Carroll [signature]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in this report primarily on the basis of my confidence in the judgment of the supervisor, as I have had no opportunity to evaluate closely the performance of individual officers in the Intelligence Watch. Such direct contacts as I have had with Mr. Hicks have tended to confirm the overall rating of "Strong." I am satisfied that he is performing at the GS-14 level.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
29 March 1960	Chief, FI/INT	T. L. Beyer [signature]

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS, CALVIN W.	5 NOV 24	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
WATCH OFFICER	DDP/FI/INT/IW	HQS

9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL / REASSIGNMENT SUPERVISOR / X ANNUAL / REASSIGNMENT EMPLOYEE / SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
30 NOV 1971	1 JAN - 31 OCT 1971

SECTION B — PERFORMANCE EVALUATION

- **U—Unsatisfactory** Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **M—Marginal** Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
- **P—Proficient** Performance is satisfactory. Desired results are being produced in the manner expected.
- **S—Strong** Performance is characterized by exceptional proficiency.
- **O—Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1 /NOTE; ~~DD10~~ IS THE CLOSEST QUALIFICATION CODE TO DESCRIBE THE WORK OF A WATCH OFFICER/ 1: PREPARES TD DISSEMS FROM INTEL CABLES AND RELEASES THEM TO THE U.S. INTEL COMMUNITY FOR THE CS EXPEDITING THEIR DELIVERY BY ELECTRICAL TRANSMISSION	S
SPECIFIC DUTY NO. 2 WHEN APPROPRIATE. ALSO DISSEMS CERTAIN FI/D CABLES 2: CONSULTS WITH AREA DIVISION OFFICERS, AS NECESSARY IN HIS JUDGMENT; REGARDING DISSEMINABILITY OF THE INFO AND TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO INFO REACHING POLICY LEVELS.	S
SPECIFIC DUTY NO. 3 REVIEWS SUPDATA AND AUTHENTICATION STATEMENT IN INTEL CABLES AND DELETES ANY SENSITIVE OPERATIONAL DATA BEFORE ANY DISTRIBUTION IS MADE. EFFECTS DISTRIBUTION OF THE DELETED PORTION WITHIN THE DDP ON A STRICT NEED TO KNOW BASIS.	S
SPECIFIC DUTY NO. 4 KEEPS CURRENT ON THE GENERAL AND SPECIAL REQUIREMENTS OF CUSTOMER AGENCIES INCLUDING THE WHITE HOUSE FOR CABLED INFO, I.E., INFO ON NARCOTICS, HIJACKING, PROTECTION OF U.S. AND FOREIGN DIGNITARIES, ETC.	S
SPECIFIC DUTY NO. 5 AFTER HOURS, GRANTS CLEARANCES (IN CONSULTATION WITH RESPONSIBLE AREA DIVISION) FOR THE USE OF DISSEMED CS INFORMATION IN FINISHED INTEL PUBLICATIONS IN A MANNER DENIED BY DISSEMINATION CONTROLS.	S
SPECIFIC DUTY NO. 6 MAINTAINS GOOD WORKING RELATIONS NOT ONLY WITH DDP AREA DIVISIONS AND STAFF, BUT WITH SIGNAL CENTER AND CABLE SECRETARIAT AT ALL LEVELS TO EXPEDITE THE DISSEM OF SIGNIFICANT REPORTS; WORKS CLOSELY WITH CSDOS AND SDOS TO KEEP ONE ANOTHER ALERT TO SIGNIFICANT EVENTS.	S

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 7-69 45 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper. MR. HICKS CONTINUES TO TURN IN AN EXCELLENT ALL AROUND PERFORMANCE. HE EXERCISES A VERY HIGH DEGREE OF PROFESSIONAL JUDGMENT IN CARRYING OUT HIS DUTIES. HE IS ALERT, CONSCIENTIOUS, STRONG-WILLED AND STRAIGHTFORWARD BUT VERY PLEASANT IN DEALING WITH PEOPLE OF ALL LEVELS.

BECAUSE OF HIS CONSTANT AWARENESS THAT CS REPORTS MAY FALL IN UNAUTHORIZED HANDS, MR. HICKS HAS BEEN MOST EFFECTIVE IN MAINTAINING SECURITY DISCIPLINE IN THE REVIEW OF THE INTEL CABLES, PARTICULARLY THE AUTHENTICATION STATEMENTS TO INSURE THAT ANY DATA WHICH MAY PRESENT A SECURITY HAZARD TO THE SOURCE, IS OMITTED FROM THE DISSEMINATION OF THE INFORMATION.

MR. HICKS HAS BEEN WITH THE INTELLIGENCE WATCH SINCE JUNE 1967. HIS OVERALL PERFORMANCE HAS BEEN CONSISTENTLY CHARACTERIZED BY EXCEPTIONAL PROFICIENCY. HE HAS, FOR SEVERAL YEARS BEEN PERFORMING DUTIES COMMENSURATE WITH A GRADE HIGHER THAN HIS PRESENT ONE. A CONCERTED EFFORT SHOULD BE MADE TO PROMOTE HIM TO A GS-14. HE HAS BEEN PUT IN FOR PROMOTION AS AN INTELLIGENCE WATCH OFFICER SINCE 1968.

WITH THE RETIREMENT AND REASSIGNMENT OF SEVERAL IW OFFICERS, BY NEXT YEAR, HE WILL BE THE IW OFFICER WITH THE MOST CONTINUITY ON THE JOB. THIS WILL BE A GREAT ASSET TO IW AND IN PARTICULAR TO THE NEWER OFFICERS WHO WILL PROFIT FROM HIS EXPERIENCE.

ATTACHED TO THIS FITNESS REPORT IS A RECENTLY PREPARED POSITION DESCRIPTION OF AN IW OFFICER WHICH CHARACTERIZES MR. HICKS IN EVERY RESPECT. THIS DESCRIPTION SHOULD HELP TO BETTER APPRECIATE THE IMPORTANCE THAT THE DDP ATTACHES TO THE FUNCTION AND RESPONSIBILITIES OF IW OFFICERS AS WELL AS THE SCOPE AND COMPLEXITY OF THE WORK.

IT IS NOT EASY TO FIND SUITABLE OFFICERS TO SERVE IN IW. IT CALLS FOR INDIVIDUALS WHO ARE HIGHLY MOTIVATED, WITH MATURITY OF JUDGMENT, TEMPERAMENT, MANNER AND BEARING TO WITHSTAND THE RIGORS OF SHIFT WORK, AND ABOVE ALL TO MAINTAIN CORDIAL RELATIONS

SECTION D CERTIFICATION AND COMMENTS SEE ATTACHED PAGE

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
28 Oct. 1971	Calvin W. Hicks (signed) Calvin W. Hicks

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
26		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
28 OCTOBER 1971	C/FI/INT/IW	(signed) JOSEPH A. PROCACCINO

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I fully endorse the ratings and the narrative. We shall continue to try to promote Mr. Hicks in recognition of his ability and of his service.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
29 Oct 71	C/FI/Ops	(signed) Thomas L. Thiele

SECRET

CALVIN HICKS, SECTION C CONTINUED

WITH PEOPLE AT ALL LEVELS IN EXPEDITING THE DISSEMINATION OF INTEL CABLES ON A 24-HOUR BASIS.

THE ASSIGNMENT CARRIES NO SUPERVISORY RESPONSIBILITIES AND DOES NOT REQUIRE ANY SIGNIFICANT DEMONSTRATION OF COST CONSCIOUSNESS.

THERE HAVE BEEN FREQUENT CONSULTATIONS WITH MR. HICKS CONCERNING THE PERFORMANCE OF HIS DUTIES.

JOSEPH A. PROCACCINO
CHIEF/INTELLIGENCE WATCH

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): HICKS CALVIN W.	2. DATE OF BIRTH: 8 NOV 1924	3. SEX: M	4. GRADE: GS-13	5. SD: D	
6. OFFICIAL POSITION TITLE: WATCH OFFICER	7. OFF/DIV/BR OF ASSIGNMENT: FI/INT/IW	8. CURRENT STATION: HQS			

9. CHECK (X) TYPE OF APPOINTMENT
- X CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See instructions - Section C)
- SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT
- INITIAL
- REASSIGNMENT SUPERVISOR
- ANNUAL
- REASSIGNMENT EMPLOYEE
- X SPECIAL (Specify): PROMOTION SUBMISSION

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 1 DECEMBER 1967-24 OCTOBER 1968

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: PREPARES TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS AND RELEASES THEM TO THE U.S. INTELLIGENCE COMMUNITY FOR THE CLANDESTINE SERVICES, EXPEDITING THEIR DELIVERY BY ELECTRICAL TRANSMISSION WHEN APPROPRIATE.	O S
SPECIFIC DUTY NO. 2: RELEASES JBHURRIED CABLES AS DISSEMINATIONS TO THE INTELLIGENCE COMMUNITY, INTERPRETING BROAD INSTRUCTIONS FROM FI/D ON VARIOUS CATEGORIES OF CABLES DISSEMINATED.	P
SPECIFIC DUTY NO. 3: CONSULTS WITH AREA DIVISION OFFICERS DURING OFF-DUTY HOURS, AS NECESSARY, TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO THE VALUE OF THE INFORMATION REACHING POLICY LEVELS.	S
SPECIFIC DUTY NO. 4: ADVISES AND ASSISTS AREA DIVISION OFFICERS DURING OFF-DUTY HOURS IN THE PREPARATION OF TD DISSEMINATIONS BASED ON INFORMATION OTHER THAN THAT CONTAINED IN INCOMING CABLED FIELD REPORTS.	P
SPECIFIC DUTY NO. 5: SEEKS AND RESPONDS TO GUIDANCE CONCERNING THE MOST EFFECTIVE SERVICING OF THE INTELLIGENCE COMMUNITY, INCLUDING THE WHITE HOUSE SITUATION ROOM, WITH CLANDESTINE SERVICES-ACQUIRED INFORMATION AND PROVIDES AFTER-HOURS ADVICE ON DISSEMINATION POLICY AND PROCEDURES TO THE CSDO UPON REQUEST.	S
SPECIFIC DUTY NO. 6: FACILITATES AND MAINTAINS GOOD WORKING RELATIONS WITH CABLE SECRETARIAT AT ALL LEVELS TO EXPEDITE DISSEMINATION OF SIGNIFICANT REPORTS.	S

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 6-65 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Nov 7 1 41 PM '68

MR. HICKS HAS COMPLETED HIS APPRENTICESHIP AND ADVANCED BY GRADUAL STAGES FROM ADEQUATE TO PROFICIENT TO THE POINT WHERE HIS OVERALL PERFORMANCE MUST BE DESCRIBED AS STRONG. HE BRINGS TO HIS WORK A FINE OPERATIONAL AND PARAMILITARY BACKGROUND AND HE HAS ADJUSTED QUICKLY AND EFFECTIVELY FROM THE OUTDOOR ACTIVE LIFE TO THE DIFFICULTIES OF BECOMING CHAIR-BORNE. HE IS PARTICULARLY EFFECTIVE ON "PROBLEM" TYPE DISSEMINATIONS WHICH OFTEN INVOLVE TWO OR MORE AREA DIVISIONS. HE IS ALERT TO OPERATIONAL DETAILS WHICH OCCASIONALLY SLIP INTO THE INTELLIGENCE PORTIONS OF CABLED TRAFFIC. MR. HICKS IS A REAL PROFESSIONAL IN THE BEST SENSE OF THE WORD. HE IS CAREFUL, THOROUGH, AND VERY PERSISTENT IN MAKING CERTAIN THAT INTELLIGENCE IS HANDLED CORRECTLY. HE IS COURTEOUS AND PATIENT IN DEALING WITH PEOPLE. HE STANDS UP WELL UNDER PRESSURE AND IS COMPLETELY DEPENDABLE.

NEITHER COST CONSCIOUSNESS NOR SUPERVISORY RESPONSIBILITIES IS INVOLVED IN MR. HICKS' PRESENT POSITION.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
24 OCTOBER 1968	(signature)

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
11		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
24 OCTOBER 1968	CHIEF, FI/INT/IW	(signature) EDWARD J. CARROLL

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

On the basis of the fine performance of the IW as a group and the high regard for the judgment of the supervisor, I concur in the above evaluation.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 OCTOBER 1968	DC/FI	(signature) ROBERT E. ANDERSEN

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS CALVIN W.	13 Nov 1924	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
WATCH OFFICER	DDP/FI/INT/IW	Hqs.

9. CHECK (X) TYPE OF APPOINTMENT
- X CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See Instructions - Section C)
- SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT
- INITIAL
- REASSIGNMENT SUPERVISOR
- X ANNUAL
- REASSIGNMENT EMPLOYEE
- SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 31 JANUARY 1968

12. REPORTING PERIOD (From- to-): ~~5 June~~ 1 ~~67~~ - 31 DECEMBER 1967

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

C - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

	RATING LETTER
SPECIFIC DUTY NO. 1 SEE NOTE ON REVERSE SIDE OF THIS FORM.	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6 151814 (1)	

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	

FORM 4-65 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If more space is needed to complete Section C, attach a separate sheet of paper.

MAIL ROOM

NOTE: MY ASSIGNMENT AS CHIEF/IW, EFFECTIVE 13 NOVEMBER 1967, HAS BEEN OF SUCH SHORT DURATION THAT I CANNOT AT THIS TIME ADD ANYTHING--EXCEPT THAT I AM IN GENERAL AGREEMENT THEREWITH--TO THE FITNESS REPORT FOR MR. HICKS SUBMITTED BY MY PREDECESSOR, MR. RICHARD A. FULLER, FOR THE PERIOD 5 JUNE THROUGH 12 NOVEMBER 1967.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
10 Jan 1968	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
1½ MO.		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
12 JAN 1968	CHIEF/IW	[signature] EDWARD J. CARROLL

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 JAN 1968	CHIEF, FI/INT	[signature] ~~WALLACE R. DEUEL~~

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS CALVIN W.	8 Nov 1924	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
WATCH OFFICER	FI/INT/IW	Hqs.

9. CHECK (X) TYPE OF APPOINTMENT: X CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See instructions - Section C); SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL; X REASSIGNMENT SUPERVISOR; X ANNUAL; REASSIGNMENT EMPLOYEE; SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 31 January 1968

12. REPORTING PERIOD (From- to-): 5 June 1967 - 12 November 1967

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1 PREPARES TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS AND RELEASES THEM TO THE U.S. INTELLIGENCE COMMUNITY FOR THE CLANDESTINE SERVICES, EXPEDITING THEIR DELIVERY BY ELECTRICAL TRANSMISSION WHEN APPROPRIATE.	P
SPECIFIC DUTY NO. 2 RELEASES JBHURRIED CABLES AS DISSEMINATIONS TO THE INTELLIGENCE COMMUNITY, INTERPRETING BROAD INSTRUCTIONS FROM FI/D ON VARIOUS CATEGORES OF CABLES DISSEMINATED.	P
SPECIFIC DUTY NO. 3 CONSULTS WITH AREA DIVISION OFFICERS DURING OFF-DUTY HOURS, AS NECESSARY, TO INSURE ADEQUATE PROTECTION OF SOURCES AND METHODS WITH MINIMUM IMPAIRMENT TO THE VALUE OF THE INFORMATION REACHING POLICY LEVELS.	P
SPECIFIC DUTY NO. 4 ADVISES AND ASSISTS AREA DIVISION OFFICERS DURING OFF-DUTY HOURS IN THE PREPARATION OF TD DISSEMINATIONS BASED ON INFORMATION OTHER THAN THAT CONTAINED IN INCOMING CABLED FIELD REPORTS.	P
SPECIFIC DUTY NO. 5 SEEKS AND RESPONDS TO GUIDANCE CONCERNING THE MOST EFFECTIVE SERVICING OF THE INTELLIGENCE COMMUNITY, INCLUDING THE WHITE HOUSE SITUATION ROOM, WITH CLANDESTINE SERVICES-ACQUIRED INFORMATION AND PROVIDES AFTER-HOURS ADVICE ON DISSEMINATION POLICY AND PROCEDURES TO THE CSDO ON REQUEST.	P
SPECIFIC DUTY NO. 6 FACILITATES AND MAINTAINS GOOD WORKING RELATIONS WITH CABLE SECRETARIAT AT ALL LEVELS TO EXPEDITE DISSEMINATION OF SIGNIFICANT REPORTS.	S

REC 29 NOV 1967

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: P

FORM 4-65 45 USE PREVIOUS EDITIONS — SECRET — GROUP 1 Excluded from automatic downgrading and declassification

SECRET

(When Filled In)

SECTION C — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

MR. HICKS' TENURE IN IW HAS BEEN TOO SHORT TO PERMIT A REAL EVALUATION OF HIS PERFORMANCE. NORMALLY, AN EXPERIENCED OFFICER REQUIRES THREE MONTHS ON-THE-JOB TRAINING PLUS ABOUT THE SAME AMOUNT OF TIME ON SHIFT BEFORE HE IS READY TO COPE, WITHOUT STRONG SUPPORT OR SUPERVISION, WITH ALL THE PROBLEMS CONNECTED WITH THIS ASSIGNMENT. MR. HICKS JOINED THE UNIT ON 5 JUNE, COMPLETED A SHORTENED OJT PERIOD AND HAS BEEN ON SHIFT ONLY SINCE LATE SUMMER. HE HAS APPLIED HIMSELF WITH DILIGENCE TO LEARNING THE PRINCIPLES AND TECHNIQUES OF TD DISSEMINATIONS FROM CABLED FIELD INFORMATION REPORTS. ALTHOUGH EXPERIENCED OPERATIONALLY, HE HAS QUITE NATURALLY LACKED THE DETAILED KNOWLEDGE THAT THIS JOB REQUIRES. HE HAS MADE VERY GRATIFYING PROGRESS, BUT HE STILL MUST MASTER KNOWLEDGE IN DEPTH PECULIAR TO THE IW FUNCTION; WHILE I HAVE NO DOUBTS THAT HE CAN HANDLE ROUTINE DISSEMINATION MATTERS WITHOUT MUCH DIFFICULTY, AND SOME "PROBLEM" DISSEMINATION CASES, HE HAS YET TO MEET A REAL CRISIS SITUATION WHEN HE IS ON DUTY BY HIMSELF. I THINK HE HAS MOVED FROM ADEQUACY OF PERFORMANCE TO PROFICIENCY--IT BEING VERY DIFFICULT TO DRAW A LINE BETWEEN THE TWO--AND HE IS LARGELY BEYOND THE POINT WHERE HE NEEDS CLOSE SUPERVISION. HE WILL PROBABLY BE A STRONG OFFICER GIVEN TIME. HE HAS ADAPTED WELL TO THE PRESSURES OF THIS ASSIGNMENT AND APPEARS TO HAVE THE PHYSICAL AND MENTAL STAMINA TO WITHSTAND ITS RIGORS. HE IS EXTREMELY CONSCIENTIOUS AND VERY ACCOMMODATING IN ACCEPTING SCHEDULE CHANGES NECESSITATED BY THE ILLNESS OR ABSENCE OF HIS FELLOW OFFICERS. HE GETS ALONG WELL WITH CABLE SECRETARIAT PERSONNEL, WITH WHOM IW MUST WORK VERY CLOSELY, BECAUSE OF AN OUTGOING AND FRIENDLY PERSONALITY. HE RESPONDS WELL TO DIRECTION. I AM SURE THAT HIS COOPERATIVE ATTITUDE HAS CONTRIBUTED TO THE SMOOTH OPERATION OF THE OFFICE. THIS ASSIGNMENT CARRIES NO SUPERVISORY RESPONSIBILITIES AND DOES NOT REQUIRE ANY SIGNIFICANT DEMONSTRATION OF COST CONSCIOUSNESS.

Ref 27 2:15 54 Pl

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
16 Nov 1967	[illegible]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
5		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
16 NOV 1967	CHIEF, FI/INT/IW	Richard A. Fuller ~~RICHARD A. FULLER~~

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
NOV 1967	CHIEF, FI/INT	[illegible] ~~WALLACE R. DEUEL~~

SECRET

14-00000

CONFIDENTIAL
(When filled in)

TRAINING REPORT

(3-69)

MANAGERIAL GRID SEMINAR (50 hours) DATES: 2-7 February 1969

Student : Calvin W. Hicks Office : FI

Year of Birth: 1924 Service Designation: D

Grade : GS-13 No. of Students : 43

ECD Date : July 1958

COURSE OBJECTIVES AND METHOD

Course objectives are to aid participants to: learn the managerial theories contained in the Grid; understand their personal managerial styles in Grid terms; evaluate convictions about managerial values; develop team action skills; increase candidness of communication; strengthen the use of critique for problem-solving and learning; and acquire an appreciation of Organization Culture and Development.

The method of learning offers a challenge to all participants regardless of level or experience. A Grid Seminar is not "taught" in the usual sense. In Grid teams, participants solve complex management problems. Objective solutions are made available. Individual and team performance is repeatedly assessed. Various measuring instruments are used to evaluate effectiveness.

Critique sessions assist each participant to understand how he might change his own behavior to increase his problem-solving effectiveness. Thus managers are not told the best way to manage, but they learn by convincing themselves.

About twenty to thirty hours of study are completed as prework. Insights gained are deepened and personalized during the intensive 50-hour Seminar.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:

Charles O. Ford 10 FEB 1969

Chief Instructor Date

CONFIDENTIAL
(When filled in)

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Hicks, Calvin W.	Nov 1924	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/3	HQ

9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
XX	CAREER	RESERVE	TEMPORARY		INITIAL	✓	REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL (See instructions - Section C)			XX	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):				SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 Jan 67	1/66 - 12/66

SECTION B — PERFORMANCE EVALUATION

- **W - Weak** — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **A - Adequate** — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- **P - Proficient** — Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- **S - Strong** — Performance is characterized by exceptional proficiency.
- **O - Outstanding** — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Headquarters case officer for all Station Bogota Communist party operations, including insurgency and other related matters.	P
SPECIFIC DUTY NO. 2: Headquarters case officer for several operational support projects.	S
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

1 FEB 1967

FORM 4-65 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

NOTE: This report covers the period from 10 August 1966 to 15 January 1967 during which time Mr. Hicks worked on the Colombia Desk. This report is being submitted because of reassignment of the rating officer.

Although Mr. Hicks is an experienced officer with strong qualifications and abilities, it should be noted that some aspects of his present job were a new experience for him, since his past experience has been entirely in the PM field. However, Mr. Hicks adapted well and quickly to the new environment, showed a great deal of initiative and resourcefulness in familiarizing himself with the work, and by bringing sound operational and administrative experience to bear, carried out his duties in a thoroughly competent manner. He demonstrated uncommon ability to organize his work, anticipate problems or requirements, and take effective action promptly. In dealings with his associates he exercised a good balance of persuasiveness and friendliness which paid dividends in terms of getting a job done. He can be relied on absolutely to carry out a given task promptly and well.

I would welcome any occasion which permitted Mr. Hicks to work with me again.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE: 19 Jan 1967	SIGNATURE OF EMPLOYEE: Calvin W. Hicks (signature)	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 5	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 17 Jan. 67	OFFICIAL TITLE OF SUPERVISOR: Chief, WH/3/C	TYPED OR PRINTED NAME AND SIGNATURE: David Smock (signature)
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

Mr. Hicks is a mature and thoughtful individual who made the switch from PM to FI activities at his own volition. He was originally scheduled for a field assignment to a WH Station in the fall of 1966, but for medical reasons will probably be staying at Headquarters for some time. While this restriction may limit his ability to get that feel for FI field operations which a Headquarters desk officer should have, he has previous field experience in a PM capacity to compensate for this.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
24 January 1967	Deputy Chief, WH/3	Jonathan G. Hanke (signature)

SECRET

SECRET
(When Filled In)

TRAINING REPORT - LANGUAGE

COURSE TITLE	SPANISH BASIC - R&W
INSTRUCTOR	V. Vazquez
PROGRAM	Daytime - Full-time
NO. OF STUDENTS	
NO. OF HOURS	1000
DATE OF COURSE	[illegible] - [illegible] (Special)*

STUDENT

NAME	YOB	EOD DATE	OFFICE	GS	SD
HICKS, CALVIN W.	[illegible]	[illegible]	[illegible]	13	[illegible]

(See reverse side for definitions of proficiency levels)

LEVEL OF PROFICIENCY AT ENTRY INTO TRAINING — X INSTRUCTORS ESTIMATE — OFFICIAL TEST

BEFORE	NO PROFICIENCY	SLIGHT	ELEMENTARY	INTERMEDIATE	HIGH
READING	X				
WRITING	X				
PRONUNCIATION	X				
SPEAKING	X				
UNDERSTANDING	X				

LANGUAGE TRAINING OBJECTIVES AND METHODS

The general aims of language training are attainment of proficiency in speaking, understanding, reading and writing. The specific objectives are (1) ability to produce and distinguish the sounds of the language; (2) ability to use a stock of basic sentences and expressions; (3) ability to recombine the elements of basic sentences and expressions and to apply them to new situations; (4) ability to comprehend the language spoken at normal speed in various situations; (5) ability to write and read the language commensurate with ability to speak.

Methods used in all courses stress oral drills and free conversation based at first on memorized material and, at a later stage, on varied reading materials. Written and oral tests are given at intervals. Listening to and recording on tapes in the Language Lab is essential for class preparation.

PERFORMANCE EVALUATION

	UNSATISFACTORY	SATISFACTORY	EXCELLENT
ACHIEVEMENT	X		
ATTITUDE			X
ATTENDANCE	X		

LEVEL OF PROFICIENCY AT COMPLETION OF TRAINING — X INSTRUCTORS ESTIMATE — OFFICIAL TEST

AFTER	NO PROFICIENCY	SLIGHT	ELEMENTARY	INTERMEDIATE	HIGH
READING			X		
WRITING		X			
PRONUNCIATION			X		
SPEAKING		X			
UNDERSTANDING			X		

Foreign Language Aptitude Test: 4

Credit: 800 hrs.

FOR THE DIRECTOR OF TRAINING: W. Ray Rackley
W. RAY RACKLEY
SIGNATURE, HEAD OF DEPARTMENT, LT/LAS/OTR

03/17/6[illegible]
DATE

FORM 5-65 2222 USE PREVIOUS EDITIONS

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

(45)

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS, Calvin	8 Nov 24	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF. DIV. BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/C	Wash., D.C.

9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
	CAREER	RESERVE	TEMPORARY		INITIAL		REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL (See instructions - Section C)		X	ANNUAL	X	REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):			SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 January 1966	1 January 1965 - 31 December 1965

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Chief of Paramilitary Section in the Miami Operations Branch of WH/Cuba and senior Headquarters Case Officer on all PM operations conducted by the Miami Station.	S
SPECIFIC DUTY NO. 2: Reviews all PM and Maritime operational plans submitted for approval by the Miami Station and recommends approval, changes or disapproval.	S
SPECIFIC DUTY NO. 3: Prepares Agency papers requesting Special Group (303 Committee) approval of PM operations.	P
SPECIFIC DUTY NO. 4: Briefs senior officials on status of PM plans, capabilities and operations with respect to Cuba.	P
SPECIFIC DUTY NO. 5: Participates in technical planning by various Agency groups to provide technical guidance to Miami Station.	S
SPECIFIC DUTY NO. 6: Works closely with Paramilitary and Maritime Branches of Miami Station on all problems regarding the PM effort directed against Cuba.	P

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

3 FEB 1966

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS. SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

FEB 3 3 25 PM '66

NOTE: Subject spent full time on Spanish language training from 1 Sept through 21 December 1965.

MAIL ROOM

NOTE: The difference in the letter rating between this report and the preceding fitness report does not reflect in any way on Subject's performance but is due rather to a different rating scale used by the originators.

Subject turned in an excellent all-around performance as Chief of the Headquarters Paramilitary Section supporting Miami Station operations. He strives hard to do a good job and is most anxious to please his superiors. He is aggressive and conscientious in carrying out his functions; strong-willed and persistent in seeking to achieve his goals; straightforward but pleasant in dealing with colleagues and other Government officials; determined in resisting encroachments in his area of authority; and finally he is motivated by strong patriotic ideals.

He is well-informed and competent in paramilitary operations with a particular gift for ferreting out technical improvements and innovations, and bringing them to bear on operations. Finally, Subject adapts smoothly and efficiently to operational and policy changes affecting his programs.

(see Continuation Sheet)

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE: 28 Jan 1966	SIGNATURE OF EMPLOYEE: [signature]	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 12	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 28 January 1966	OFFICIAL TITLE OF SUPERVISOR: C/WH/C/MO	TYPED OR PRINTED NAME AND SIGNATURE: Walter T. Cantelli [signature]
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

This officer is serious, hard working and dependable. Through a pleasant personality he commands the respect of his co-workers. Mr. Hicks is an unusually well qualified and competent officer, and is especially effective in the paramilitary field.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 January 1966	ADC/WH/C	John T. Flynn [signature]

SECRET

SECRET

Continuation Sheet FITNESS REPORT HICKS, Calvin

Section C (continued)

Subject has no significant weaknesses although there is still some room for improvement in making concise oral and written presentations. On every occasion, Subject has proven to be sound and wise in considering costs.

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): HICKS, Calvin W.	2. DATE OF BIRTH: 8 Nov 24	3. SEX: M	4. GRADE: 13	5. SD: D
6. OFFICIAL POSITION TITLE: Ops Officer CH	7. OFF/DIV/BR OF ASSIGNMENT: DDP/SAS		8. CURRENT STATION: Wash., D.C.	

9. CHECK (X) TYPE OF APPOINTMENT
- CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See instructions - Section C)
- SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT
- INITIAL
- X ANNUAL
- SPECIAL (Specify):
- REASSIGNMENT SUPERVISOR
- REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.: 31 January 1965

12. REPORTING PERIOD (From- to-): 1 January 64 - 31 December 64

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Is Chief of Paramilitary Section in the Miami Operations Branch (WH/SA) and is the senior Headquarters Case Officer on all PM operations conducted by the Miami Station. DC-16 DE 38	S
SPECIFIC DUTY NO. 2: Reviews all PM and Maritime operational plans submitted for approval by the Miami Station and recommends approval, changes or disapproval. DG 10	S
SPECIFIC DUTY NO. 3: Prepares Agency papers requesting Special Group (303) approval of PM operations.	S
SPECIFIC DUTY NO. 4: Briefs senior officials on status of PM plans, capabilities and operations with respect to Cuba.	S
SPECIFIC DUTY NO. 5: Participates in technical planning by various Agency groups to provide technical guidance to Miami Station. DE 38	S
SPECIFIC DUTY NO. 6: Works closely with Paramilitary and Maritime Branches of Miami Station on all problems regarding the PM effort directed against Cuba.	S

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

19 FEB 1965

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

MAIL ROOM

Mr. Hicks' primary responsibility has been to provide Headquarters support and guidance for the PM activities directed by the Miami Station against the Cuban target. Mr. Hicks has shown a high degree of professional judgment in carrying out his duties, and his judgment is respected by senior officials who are required to submit the PM programs for high-level approval. During operational phases of the PM programs, Mr. Hicks is frequently required to be on call to act on emergency situations on a 24-hour basis. He has accepted this responsibility willingly. He has consistently taken the initiative in investigating technical developments which might provide assistance to the Station in the conduct of PM operations. He now supervises two professional and two clerical employees in his Section and runs his unit smoothly with no discernible friction. He does a good job of briefing and indoctrinating junior officers. While his experience has been predominantly in the PM field, he has acquired FI experience in the last two years because of the unique nature of Cuban PM (FI) operations. In his consideration of budgetary matters, he has demonstrated an understanding of the need to curtail expenses, where feasible. I would be glad to have Mr. Hicks work with me at any future time.

SECTION D	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
DATE: 19 Jan 1965	SIGNATURE OF EMPLOYEE: [signature]
2.	BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 24	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
1-18-65	Chief, WH/SA, Miami Operations Branch	John S. Tilton

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. Though I have reservations as to characterizing this officer as "Strong," (in point of intrinsic ability when compared to others who are clearly strong performers) such reservations are vague and impressionistic and not related to the actual performance and period to which this report is addressed.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
15 February 1965	Under Deputy Chief, WH(SA)	Edward A. Marelius

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS CALVIN W.	8 Nov 1924	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
OPS OFFICER	DDP/SAS	Washington, D. C.

9. CHECK (X) TYPE OF APPOINTMENT: CAREER | RESERVE | TEMPORARY | CAREER-PROVISIONAL (See instructions - Section C) | SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL | REASSIGNMENT SUPERVISOR | X ANNUAL | REASSIGNMENT EMPLOYEE | SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 31 JANUARY 1964

12. REPORTING PERIOD (From- to-): 1 JANUARY 1963 - 31 DECEMBER 1963

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief, PM Section, Miami Operations Branch of DDP/SAS and Senior Headquarters Case Officer for PM Operations conducted against target country. DE 23 DG 10	S
SPECIFIC DUTY NO. 2: Provision of operational guidance to field.	S
SPECIFIC DUTY NO. 3: Review and comment on operational plans submitted by station. DF 31	O
SPECIFIC DUTY NO. 4: Insuring that necessary training, logistics and technical support are provided for conduct of PM operations against the target country.	S
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

10 MAR 1964

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

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MAR 6 4 25 PM '64

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mr. Hicks' personal experience and long association with paramilitary operations give him high competence in this type of activity. Personnel who have official business with Mr. Hicks respect his knowledge and ability in this field. He assumes responsibility and can be counted on to get a job done with minimum supervision. When required, he works irregular hours without complaint. His review of operational plans submitted by the field is prompt, complete and professional. Mr. Hicks exerts maximum economy in the use of funds, equipment and personnel. He is consistently cooperative, even tempered and patient in the face of frustrations inherent in this type of work. He has established an excellent working relationship with his opposite numbers in the field.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE 4 March 1964	SIGNATURE OF EMPLOYEE [signature]	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 4 March 1964	OFFICIAL TITLE OF SUPERVISOR DC/SAS/MOB	TYPED OR PRINTED NAME AND SIGNATURE John S. Tilton [signature]
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL I concur in the above comments and rating.		
DATE 5 March 1964	OFFICIAL TITLE OF REVIEWING OFFICIAL C/SAS/MOB	TYPED OR PRINTED NAME AND SIGNATURE ~~xxxx~~ Arthur A. Maloney [signature]

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 056361

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
HICKS Calvin W.	8 Nov. 1924	Male	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops. Officer	DDP/Task Force W	Washington, D.C.

9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL / REASSIGNMENT SUPERVISOR / X ANNUAL / REASSIGNMENT EMPLOYEE / SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 31 January 1963

12. REPORTING PERIOD (From- to-): 1 January 1962 to 31 December 1962

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
NO. 1: Hqs. case officer for PM Operations conducted by field station against target ~~company~~. country DE 38 36-10	S
NO. 2: Prepares requirements for and/or insures the provision of training, logistics and other support required for conduct of PM operations against target country. DE 31	S
NO. 3:	
NO. 4:	
NO. 5:	
NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

15 FEB 1963

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mr. Hicks has an exceptional knowledge of and experience with the problems involved in the conduct and support of covert PM operations. He has shown a high degree of initiative in providing the training and other support required and in preparing material for staff presentation to higher echelons. His attention to detail is a strength in accomplishing his duties but he must try harder to overcome a tendency for too much detail in his staff communications, oral and written. His written work in particular shows a weakness in synthesizing which it is believed could be overcome by available courses of training. Mr. Hicks has also reached the point where he must broaden his outlook as to the wider political and operational implications of PM operations. To this end, it is intended that Mr. Hicks will attend the Inter-Agency Counterinsurgency Course in the near future. Under an experienced Chief of Operations, Mr. Hicks could handle PM operations at most Field Stations; in a major operation such as Viet Nam or Cuba, he could adequately handle a large segment such as PM Training, the handling of a large indigenous group, or the duties of Chief/PM Operations or Deputy Chief, PM. He would be a definite asset, in the field or at Hqs., in any type of task force operations.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
5 Feb 1963	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
6 months		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
2 Jan 1963	DC/SAS/PM	C. W. Matt [signature]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The undersigned has been Mr. Hicks' supervisor for approximately six months, for the period ending December 31, 1962. Mr. Hicks is a highly motivated, sincere and capable person. He works well with others, and his knowledge and ability are recognized and respected. He assumes responsibility and can be counted on to get a job done without close supervision. He is capable of assuming greater responsibility. He is continuously striving for greater knowledge and broader fields of activity.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
8 February 1963	C/SAS/PM	A. A. MALONEY [signature]

SECRET

14-00000

SECRET

TRAINING REPORT

Clandestine Services Review No. 39 (64 hours, full-time) — 4 - 15 February 1963

Student	: Calvin W. Hicks	Office	: SAS
Year of Birth:	1924	Service Designation:	D
Grade	: GS-13	No. of Students	: 33
EOD Date	: Aug 1950		

COURSE OBJECTIVES - CONTENT AND METHODS

This course aims to develop in the Clandestine Services officers and others recently returned from the field an up-to-date awareness of the role of CIA in the United States intelligence community, the relations of the DDI and DDR areas with the CS, and the support available from the offices of the DDS.

The course is presented by lectures given by CIA officials who are directly responsible for the missions, functions, programs, and services discussed. Each lecture is usually followed by a short question period. Approximately 10 per cent of the students' time is scheduled for reading pertinent up-to-date regulations and background summaries.

ACHIEVEMENT RECORD

This is a certificate of attendance only; no attempt was made to evaluate student achievement in the course.

FOR THE DIRECTOR OF TRAINING:

A. F. Schermerhorn — 18 Feb 1963

Augustus F. Schermerhorn
Chief Instructor — Date

SECRET

SECRET
(When Filled In)

FEB 1962

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: [illegible] CSPD

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
HICKS Calvin [illegible]	[illegible] Nov. 192[illegible]	Male	GS-12

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	Operations Officer	[illegible], Br. 4

8. CAREER STAFF STATUS			9. TYPE OF REPORT	
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR
PENDING	DECLINED	DENIED	X ANNUAL	REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From / To	SPECIAL (Specify)
31 January 1962	[illegible] Apr 61 / 31 Dec 61	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1: Hqs PM Case Officer for agents dispatched into the target country.	6	SPECIFIC DUTY NO. 4: General PM Operations Officer. DC-10	6
SPECIFIC DUTY NO. 2: Hqs PM Case Officer for all agent requests for air delivery into a denied area.	6/7	SPECIFIC DUTY NO. 5: Prepare contact reports and other reports to document & give background to agent operations.	5/6
SPECIFIC DUTY NO. 3: Handle and train certain select agents for dispatch into the target country. DA2C VE-3	6	SPECIFIC DUTY NO. 6:	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT STRONG SUPPORT							X
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS							X
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

14-00000

SECRET

(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Mr. Hicks has an excellent understanding of clandestine operations and has demonstrated an outstanding ability to be flexible enough to cope with an ever changing program. He has performed his duties in a superior manner at all times, exercising mature judgement and firm action. He has continued to keep his objectivity and make a fine contribution to a Project that has had more than its share of frustrations. It is believed that Mr. Hicks should be considered for promotion to Grade GS-13 at the earliest opportunity. He has continuously demonstrated his ability to perform the functions and assume the responsibilities of a higher level in an outstanding manner. Mr. Hicks has worked long, irregular hours, and without complaint, to get the job done.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
13 Feb. 1962	Calvin W. Hicks

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
10	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	✓	REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):		

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
13 Feb 1962	Chief, WH/4/PM/Ops	James S. Pekich

3. BY REVIEWING OFFICIAL

	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
X	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

The above ratings are based primarily on duties performed prior to the assumption, in November 1961, of present duties by the reviewing officer. Since November 1961, Mr. Hicks has shown superior ability to adapt himself to new and changing conditions and has performed well (Continued)

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 FEB. 1962	Chief, WH/4/PM	Charles W. Matt

SECRET

14-00000

FITNESS REPORT - Calvin W. Hicks (Continued)

SECTION F

Comments of Reviewing Official (Continued)

in situations requiring individual initiative and imaginative thinking. I feel quite certain that Mr. Hicks has the capabilities and should earn a superior or outstanding rating in his next fitness report.

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
C56301

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
HICKS Calvin W.	[illegible]	Male	GS-12

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	Guerrilla Warfare Officer	DDP/[illegible], Br. 4, D.C.

8. CAREER STAFF STATUS					
	NOT ELIGIBLE	X	MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT			
	INITIAL	X	REASSIGNMENT/SUPERVISOR
	ANNUAL		REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From: To:	SPECIAL (Specify)
	[illegible] 31 March [illegible]	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1: Hqs PM case officer for all agent requests for air delivery into a denied area.	6/7	SPECIFIC DUTY NO. 4: Prepare contact reports and other related reports as required to properly document air and selected agent ops.	6
SPECIFIC DUTY NO. 2: Case officer and training officer for certain selected agents dispatched into the target country.	6	SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 3: Generally utility PM operations officer.	5/6	SPECIFIC DUTY NO. 6	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT STRONG SUPPORT							X
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS							X
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

MAY 17 11 39 AM '61

Mr. Hicks has done a superior job in the performance of his duties. He has demonstrated unusually good judgement and has an excellent basic understanding of covert operations. During the period of this report, he has been able to utilize this knowledge in a real situation and has personally profited and greatly matured in the process, as well as making a fine contribution to the operation in a denied area. It is felt he is now ready to assume greater responsibilities in the Clandestine Services. Mr. Hicks worked long and irregular hours without complaint.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
12 May 1961	Calvin ... Hicks

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
Seven months	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
10 May 1961	Deputy Chief, WH/4/PM/Ops	W. Kuzmuk

3. BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 May 1961	Chief, WH/4/PM/Ops	James S. Pekich

SECRET

X SECRET RYBAT
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER:

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
HICKS CALVIN W.	6 Nov 1924	Male	GS-12

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
DM	GUERILLA WAR OFF	Cherat Base, Pakistan

8. CAREER STAFF STATUS

NOT ELIGIBLE		X	MEMBER		DEFERRED
PENDING			DECLINED		DENIED

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
	ANNUAL	X	REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.:
11. REPORTING PERIOD From 7 Jan 60 To 21 [illegible] 60
SPECIAL (Specify):

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1: Chief Ops officer for Base supporting Allied PM force	6	SPECIFIC DUTY NO. 4: With Allied officers, prepares and supervises training of personnel clandestine P.	5
SPECIFIC DUTY NO. 2: With allied officers, prepares plans for clandestine PM force.	5	SPECIFIC DUTY NO. 5: Advises Allied Hqs in instructing and preparing plans for large semi-overt PM force	5
SPECIFIC DUTY NO. 3: With Allied officers, directs clandes/tine PM development	6	SPECIFIC DUTY NO. 6: Ops staff officer to Chief of Base	7

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY					X		
SECURITY CONSCIOUS					X		
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					X		
OTHER (Specify): Staff advice to Chief of Base							X

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS. SECRET RYBAT (4)

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

OFFICE OF PERSONNEL
SEP 14 11 28 AM '61
MAIL ROOM

Subject is one of the most practical, hard-headed, down-to-earth, persistent, and competent operations and operations staff officers this supervisor has ever known in our organization. He fights tenaciously and resourcefully in support of his staff advice to the time his chief makes a decision; from that time he fights just as tenaciously and resourcefully to support the decision as he did previously for his position, whether or not the decision follows his advice. He gives 100% loyalty to his country, his organization, and his chief. His approach to plans and ops of the clandestine program has always been practical, and with the long-range requirements solidly in view. He is forceful and firm in dealing with allied opposite numbers, at the same time earning and retaining their respect. He is skillful and persistent in eliciting intelligence information. His development of contacts in the country assigned has been surprisingly good, even though outside his assigned responsibilities; in other words, he has constantly exercised initiative to place himself in a position to collect intelligence information should the requirement be placed on him. Altogether an outstandingly fine operations and staff officer whom I shall always welcome on my staff. His training, experience, and demonstrated ability in the field all well demonstrate his qualification to fill assignments in the next higher grade.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
22 August 1960	S/Calvin W. Hicks

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
20 August 1960		S/William T. ~~XX~~ Hornaday

3. BY REVIEWING OFFICIAL

	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
X	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL It is probably because of the isolated location of the base and the "togetherness" of its personnel but this rating officer as well as his predecessors have all rated on the high side. While my contacts with subject officer have been infrequent and any evaluation would largely be based on paper-work subject has originated my assessment is that subject is an average officer for his age, grade, and experience in his rather specialized field. In comparison with other officers I have known in this kind of assignment as well as in others he is not yet ready for promotion to the next higher grade.

~~(Continued separate page)~~

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
2 September 1960		S/Williard Burke

SECRET

14-00000

Pore 1960 Fitness Rpts

14-00000

ADMINISTRATIVE
INTERNAL USE ONLY

MEMORANDUM FOR THE RECORD

SUBJECT : Request for Disability Retirement Under the Provisions of the CIA Retirement and Disability System - Mr. Calvin W. Hicks

Based upon my review and evaluation of the evidence listed below, I hereby approve the request of Mr. Calvin W. Hicks for disability retirement under the provisions of the CIA Retirement and Disability System and, on the basis of medical evidence submitted in this case, I have determined that the disability of Mr. Hicks is permanent:

a. Supervisor's statement dated 30 October 1974 submitted in accordance with the provisions of paragraph f.(3) of HR 20-50.

b. Written report of the Board of Medical Examiners dated 20 December 1974 as submitted by the Chairman of that Board in accordance with the provisions of paragraph f.(4)(c) of HR 20-50.

F. W. M. Janney
Director of Personnel

Distribution:
0 - Return to ROB
1 - D/Pers
1 - OPF
1 - ROB Soft File
1 - ROB Reader

OP/RAD/ROB/PJSeidel:jat/3257 (24 December 1974)

ADMINISTRATIVE
INTERNAL USE ONLY

3 1 DEC 1974

Mr. Calvin W. Hicks
10207 Forest Avenue
Fairfax, Virginia 22030

Dear Mr. Hicks:

This is to inform you that the Director of Personnel has approved your request for disability retirement under the CIA Retirement and Disability System. On the basis of medical evidence, the Director of Personnel has determined that your disability is of a permanent nature; therefore, no further medical review of your case will be required.

Your annuity will commence retroactive to 28 December 1974, the day following the date on which your salary terminated. You may be assured that every effort will be made to expedite delivery of your first annuity check following completion of the administrative details required to effect your retirement.

Sincerely yours,

Ronald Gage
Chief
Retirement Affairs Division

Distribution:
0 - Addressee (CIA Letterhead)
1 - D Career Service
1 - OMS
1 - OPF
1 - ROB Soft File
1 - ROB Reader

OP/RAD/ROB/PJSeidel:jat/3257 (30 December 1974)

14-00000

Executive Registry
75-344

27 JAN 1975

Mr. Calvin W. Hicks
10207 Forest Avenue
Fairfax, Virginia 22030

Dear Mr. Hicks:

As you bring to a close your active career of service to your country, I join your friends and colleagues in wishing you well in your retirement.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I extend to you my sincere appreciation for the important work you have done.

Sincerely,

/s/ W. E. Colby

W. E. Colby
Director

Distribution:
0 - Addressee
~~1~~ - OPF

Originator: [signature]
Director of Personnel

OP/PAD/ROB/PJSeidel:ls (15 January 1975)

14-00000

Mr. Calvin W. Hicks
10207 Forest Avenue
Fairfax, Virginia 22030

Dear Mr. Hicks:

For your information and convenience, an Annuity Statement has been forwarded to you. That statement relates basically to the payment for the period 28 December 1974 through 28 February 1975.

Enclosed is a retiree identification card. Before using the document, please sign your name in ink on the reverse side of the card.

This office is in receipt of your signed statement wherein you elected to receive payment under the Federal Employees' Compensation Act (FECA) in lieu of a retirement annuity under the CIA Retirement and Disability System. Accordingly, your annuity ceased as of 28 February 1975 and you will henceforth receive benefits under FECA. An adjustment will be made in the payment issued by FECA retroactive to 28 December 1974. If, at a later date, the determination is made that you are not permanently nor totally disabled, your FECA payments might by reduced or stopped, at which time you may request the initiation of your retirement annuity.

If you elect to receive an annuity instead of benefits under FECA, you must so advise the Office of Federal Employees' Compensation, indicating the date of this election. In addition, you should send a copy of your correspondence with that office to the Agency.

Sincerely yours,

Ronald Cage
Chief
Retirement Affairs Division

14-00000

SECRET
(When Filled In)

EOD: 27 December 1974

CERTIFICATION OF SEPARATING EMPLOYEE

Name (Last-First-Middle)

HICKS, Calvin W.

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:

✓	1.	Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).
	2.	Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
	3.	Standard Form 56 (Agency Certification of Insurance Status, Federal Employees' Group Life Insurance Act of 1954).
	4.	Standard Form 2802 (Application for Refund of Retirement Deductions).
✓	5.	Form 2595 (Authorization for Disposition of Paychecks). continue to bank
✓	6.	Only applicable to Retiree - Returnee (resignee from overseas assignment). I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being.
	7.	CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
	8.	Instructions for returning to duty from Extended Leave or Active Military Service.

Signature of Employee	Date Signed
Calvin W. Hicks	26 Dec. 1974
Address (Street, City, State, Zip Code)	**Correspondence**
MR. CALVIN W. HICKS 10207 FOREST AVE. FAIRFAX, VIRGINIA 22030	OVERT CORRESPONDENCE ☐ Overt ☐ Covert

SECRET

14-00000

21 MAY 1975

Mr. Calvin W. Hicks
10207 Forest Avenue
Fairfax, Virginia 22030

Dear Mr. Hicks:

I am happy to send to you, under separate cover, your Agency Retirement Medallion. The Medallion is a tangible form of recognition and appreciation of your service to the Agency. It should serve as a lasting reminder of an honorable career, rewarding associations and the knowledge that you played your part in a vital activity.

Let me, therefore, add my congratulations and wish you the very best for the future.

Sincerely,

/s/ F. W. M. Janney

F. W. M. Janney
Director of Personnel

14-00000

ENLISTED RECORD AND REPORT OF SEPARATION
HONORABLE DISCHARGE

1. Last name - first name - middle initial	2. Army serial no.	3. Grade	4. Arm or service	5. Component
[illegible] W	37 563 694	Pvt	[illegible]	AUS

6. Organization	7. Date of separation	8. Place of separation
3354th [illegible]	28 Aug 45	[illegible] Center [illegible] Colo

9. Permanent address for mailing purposes	10. Date of birth	11. Place of birth
[illegible], S. Dak	8 [illegible] 24	[illegible]

12. Address from which employment will be sought	13. Color eyes	14. Color hair	15. Height	16. Weight	17. No. depend.
See 9	[illegible]	[illegible]	5' [illegible]	157 lbs.	0

18. Race	19. Marital status	20. U.S. citizen	21. Civilian occupation and no.
White / Negro / Other (specify)	Single / Married / Other (specify)	Yes / No	[illegible] C-X

MILITARY HISTORY

22. Date of induction	23. Date of enlistment	24. Date of entry into active service	25. Place of entry into service
18 Jun 43		2 Jul 43	Ft Snelling, Minn.

26. Selective service data (Registered / Local S.S. board no.)	27. Local S.S. board no.	28. County and state	29. Home address at time of entry into service
[illegible]	[illegible]	[illegible], S Dak	See 9

30. Military occupational specialty and no.	31. Military qualification and date (i.e., infantry, aviation and marksmanship badges, etc.)
Mortar [illegible] 1607	[illegible] 4-19-44

32. Battles and campaigns

Rhineland

33. Decorations and citations

NAME [illegible] Purple Heart Good Conduct Ribbon

34. Wounds received in action

30 Nov 44 Germany

35. Latest immunization dates: Smallpox	Typhoid	Tetanus	Other (specify)	36. Service outside continental U.S. and return: Date of departure	Destination	Date of arrival
[illegible]	[illegible]	8-11-43	Typhus 9-17-44	23 Sep 44	ETO	10 Oct 44
				21 Feb 45	USA	6 Mar 45

37. Total length of service: Continental service — Years	Months	Days	Foreign service — Years	Months	Days	38. Highest grade held
1	9	11	0	5	7	[illegible]

39. Prior service

None

40. Reason and authority for separation

[illegible] for discharge [illegible] 615-361

41. Service schools attended

None

42. Education (Years): Grammar 8 | High School 4 | College 2

PAY DATA

43. Longevity for pay purposes: Years	Months	Days	44. Mustering out pay: Total	This payment	45. Soldiers deposits	46. Travel pay	47. Total amount, name of disbursing officer
2	2	11	$ 100	$ 100	None	$	[illegible]

INSURANCE NOTICE

IMPORTANT [illegible] TO THE COLLECTIONS SUBDIVISION, VETERANS ADMINISTRATION, WASHINGTON 25, D. C.

48. Kind of insurance: Nat. Serv.	U.S. Govt.	None	49. How paid: Allotment	Direct to V.A.	50. Effective date of allotment discontinuance	51. Date of next premium due	52. Premium due each month	53. Intention of veteran to: Continue	Continue only	Discontinue
X			X		31 Aug 45	30 Sep 45	$6.50	X		

54. RIGHT THUMB PRINT

55. Remarks (This space for completion of above items or entry of other items specified in W. D. Directives)

[illegible]
[illegible] 2 Jun 43 to 1 Jul 43
[illegible]
[illegible]
[illegible] 21 May 44

56. Signature of person being separated: [signature]

57. Personnel officer (Type name, grade and organization - signature): [illegible] [signature]

WD AGO Form 53-55
1 November 1944

This form supersedes all previous editions of WD AGO Forms 53 and 55 for enlisted persons entitled to an Honorable Discharge, which will not be used after receipt of this revision.

3. VETERANS ADMINISTRATION REGIONAL OFFICE COPY
(For Regional Office responsible for address shown in Item 9)

14-00000

CERTIFICATE OF DISABILITY FOR DISCHARGE (AR 615-361)

REPORT OF BOARD OF MEDICAL OFFICERS (NOT UNDER PROVISIONS OF SECTION [illegible])

1. Last name - first name - middle initial	2. Army serial number	3. Grade	4. Date of board meeting
HICKS, Calvin W.	37 562 694	Pvt	24 Aug 45

5. Last permanent organization (Regiment and Arm or Service)	6. Place of meeting (Station or Hospital)
Co M, 335th Inf, APO # 84	Hosp Center SCU 1723 Camp Carson, Colorado

7. AFTER CAREFUL CONSIDERATION OF ALL INFORMATION OBTAINABLE AND A CRITICAL EXAMINATION, WE FIND THIS INDIVIDUAL UNFIT FOR MILITARY SERVICE BECAUSE OF:

(25) Feet, disorders of, incurred during service

Trench foot, bilateral, moderate. Incurred prior to 30 Nov 44 in Belgium after exposure to cold and wet weather. Disability manifested by pain and swelling of feet on prolonged weight bearing, excessive perspiration, and sensitivity to heat and cold.

	Date of onset of disease or injury	Date became unfit for duty (Enter one date)	Aggravated by active service (1) Yes	No	Incurred while AWOL (2) Yes	No	Existed prior to entering into service (3) Yes	No	Incident to service (4) Yes	No	Incurred in private avocation (5) Yes	No	Due to own misconduct (6) Yes	No	In line of duty (7) Yes	No
a.	Nov 44	30 Nov 44		x		x		x	NOT REQUIRED					x	x	
b.																
c.																
d.																

REMARKS (Identify by Box Number)

Incurred in authorized military activity - Yes

X-RAY OF CHEST HAS BEEN TAKEN WITHIN 90 DAYS AND REPORT IS FILED IN CURRENT CLINICAL RECORDS

IN ACCORDANCE WITH THESE FINDINGS, WE RECOMMEND THAT INDIVIDUAL BE DISCHARGED

8. President's signature (Sign original only)	9. Recorder's signature (Sign original only)	10. Third member's signature (Not Required)
11. Typed name and grade: WILLIAM H. GUTHRIE, Capt., MC	12. Typed name and grade: AARON TAYLOR, 1st Lt, MC	13. Typed name and grade (Required): JAMES F. LYMAN, Capt, MC
APPROVAL: C. O. HOSPITAL	APPROVAL: DISCHARGE AUTHORITY	APPROVAL:
14. Date	15. Date: 25 Aug 45	16. Date
17. Signature (Sign original only)	18. Signature (Sign original only)	19. Signature (Sign original only)
20. Typed name and grade	21. Typed name and grade: By Order of Colonel COX: FRED P. GRAHAM, 1st Lt, MAC Registrar	22. Typed name and grade

To THE ADJUTANT GENERAL — HEADQUARTERS Hosp Center, Cp Carson, Colo. — DATE 28 Aug 45

23. Date individual entered active service	24. Prior service, if any (Years / Months)	25. Date of last discharge, if any	26. If absent from unit when disease was contracted or injury received, state cause, place, and date
2 Jul 43	None		

27. Date individual was discharged	28. Discharged at	29. Honorably	30. Other than honorable (also)	31. Has individual made pension claim	32. Has individual been on foreign duty	33. Does service record show participation in battles, engagements, or other operations
28 Aug 45	Cp Carson, Colo.	x		Yes X No	Yes X No	Yes X No

PERMANENT ADDRESS FOR MAILING PURPOSES (OR LEGAL GUARDIAN OR VETERANS' FACILITY IF FURTHER CARE REQUIRED)

34. Street or R.F.D. number, city, county, and state

Java, Walworth County, South Dakota ✓

INDIVIDUAL WAS GIVEN OPPORTUNITY TO APPLY FOR PENSION — INDIVIDUAL WAS FURNISHED WITH A DISCHARGE CERTIFICATE

35. Typed name and grade of personnel officer	36. Personnel officer's signature (This signature on copies two and three will serve as certification of true copy)
REID D. [illegible]R, 2nd Lt, MAC Asst Chief, Mil Pers Br	[signature]

INSTRUCTIONS: Prepare original and two copies for: 1. The Adjutant General (in Service Record). 2. The Veterans Administration. 3. Discharging organization.

W.D., A.G.O. Form No. 38, 20 May 1944 — Supersedes W.D., A.G.O. Form No. 38, 31 August 1943, which will not be used after receipt of this revision.

14-00000

10 APR 1972

MEMORANDUM FOR: Secretary, DDP/QSI - HMA Panel

SUBJECT : Notification of Approval of Quality Step Increase - Calvin W. Hicks

1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.

2. As this award is designed to encourage excellence by recognizing and rewarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

Robert B. Freeman
Harry B. Fisher
Director of Personnel

Distribution:w
Orig & 1 - Addressee
1 - OPF - HICKS
1 - D/Pers Chrono
1 - C/SPD
1 - CSPS

OP/SPD/RLStaten:whg (6 Apr 72)

GROUP 1

14-00000

SECRET

17 March 1972

MEMORANDUM FOR: Director of Personnel

VIA : DDP/OP

SUBJECT : Request for Quality Step Increase
Mr. Calvin W. Hicks

1. The GS-13 Evaluation Board for FY 1972, having carefully reviewed the performance of all officers in grade GS-13 according to the standards of HR 20-31a(3)(b), recommends Mr. Calvin W. Hicks for a Quality Step Increase.

2. Mr. Hicks performed in a superior manner as a paramilitary officer during the early years of his career, overseas and in Headquarters. A medical hold on overseas duty led to his assignment in 1967 to the Intelligence Watch/FI Staff where he has remained up to the present. Mr. Hicks has received overall ratings of "Strong" from 1968 through 1971, with his performance characterized as exceptionally proficient. Of the seven officers with whom he serves on a rotating basis, four are GS-14's. The FI Staff has recommended Mr. Hicks for promotion in 1968, 1969, 1971 and 1972, with a recommendation for QSI in 1970. None of these recommendations were approved.

3. The Board has noted that Mr. Hicks plans to retire in 1974 at the age of 50. In view of the very high regard in which he is held by the FI Staff; his record of sustained superior performance and his high dedication to the Agency, the Board recommends recognition in the form of a Quality Step Increase for Mr. Hicks.

Arthur E. Callahan
Chairman
GS-13 Evaluation Board (FY 72)

CONCUR:

Mar 24 72
Chief, SOD Date

APPROVED:

31 Mar 72
A Deputy Director for Plans Date

Director of Personnel Date

SECRET

14-00000

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose.

Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Room 5E-13 Headquarters, whether information is added or not.

Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I — BIOGRAPHIC AND POSITION DATA

EMP. SER. NO.	NAME (Last-First-Middle)	DATE OF BIRTH	SD	GRADE
056361	Hicks, Calvin W.	8 Nov 24	D	GS-13

SECTION II — EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE ☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR	SUBJECT MINOR	YEARS ATTENDED FROM - TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. HRS. (Specify)
1.						
2.						

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				

SECTION III — MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:

2. NAME OF SPOUSE (Last) (First) (Middle) (Maiden)

3. DATE OF BIRTH	4. PLACE OF BIRTH (City, State, Country)	
5. OCCUPATION	6. PRESENT EMPLOYER	
7. CITIZENSHIP	8. FORMER CITIZENSHIP(S) COUNTRY(IES)	9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV — DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1. ☐ ADD ☐ DELETE				
2. ☐ ADD ☐ DELETE				

FORM 7-68 444n USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(4-51)

71 AUG END

SECRET
(When Filled In)

SECTION V — GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY - CHECK (X): RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
1.							
2.							

SECTION VI — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)	2. SHORTHAND (WPM)	3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM
		☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ OTHER (SPECIFY):

SECTION VII — SPECIAL QUALIFICATIONS

PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.

SECTION VIII — MILITARY SERVICE

CURRENT DRAFT STATUS

1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED? ☐ YES ☐ NO	2. NEW CLASSIFICATION
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS	4. IF DEFERRED, GIVE REASON

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG: ☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ COAST GUARD ☐ NATIONAL GUARD ☐ AIR NATIONAL GUARD

1. CURRENT RANK, GRADE OR RATE	2. DATE OF APPOINTMENT IN CURRENT RANK	3. EXPIRATION DATE OF CURRENT OBLIGATION

4. CHECK CURRENT RESERVE CATEGORY ☐ READY RESERVE ☐ STANDBY (*active*) ☐ STANDBY (*inactive*) ☐ RETIRED ☐ DISCHARGED

5. MILITARY MOBILIZATION ASSIGNMENT	6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED

MILITARY SCHOOLS COMPLETED (*Extended Active, Reserve Duty, or as Civilian*)

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	
			☐ RESIDENT ☐ AGENCY-SPONSORED

SECTION IX — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (*Number, Street, City, State, Country*)	DATE OF MEMBERSHIP FROM	TO
1.			
2.			
3.			

SECTION X — REMARKS

DATE	SIGNATURE OF EMPLOYEE
8 Jan 1971	[signature]

SECRET

FILE COPY OF STANDARD FORM 56

"AGENCY CERTIFICATION OF INSURANCE STATUS—

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM"

on file with the Retirement Operations Branch,

Office of Personnel (x3257).

SECRET

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last) (first) (middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
HICKS, CALVIN WILSON 056361	NOV. 8, 1924	504 16 4918

EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here if you WANT BOTH optional and regular insurance → [X] (A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the $10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you DO NOT WANT OPTIONAL but do want regular insurance → [ ] (B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the $10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you WANT NEITHER regular nor optional insurance → [ ] (C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the $10,000 additional optional insurance unless I have the regular insurance.

4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)

Calvin W. Hicks

DATE

14 February 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

FEB 16 9 57 AM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM No. 176-T
JANUARY 1968
(For use only until April 14, 1968)
176-102

14-00000

SECRET

31 AUG 1967

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : Expression of Appreciation and Commendation for the Intelligence Watch.

1. I wish to express my appreciation and personal praise for the performance of the FI/Intelligence Watch during the height of the recent Middle East crisis. I am informed that the Arab-Israeli war and its aftermath were primary factors which resulted in the Watch processing for the month of June the highest number of disseminations since its establishment. The Watch was particularly helpful to this Division in ensuring that the dissemination of the reporting on the Middle East situation was not only rapidly disseminated locally to the Intelligence Community but also promptly relayed to interested overseas military commands and CIA field stations.

2. The judgment shown by Watch officers, often under trying circumstances, was invariably sound and helpful. The worth of the Watch, particularly during the crisis situation, was once more demonstrated to all of us in NE Division.

JAMES H. CRITCHFIELD
Chief, Near East and South Asia Division

Distribution:
Orig and 1 - Addressee
1 - C/NE
1 - C/FI/INT
1 - C/FI/INT/IW
1 - Official Copy

CALVIN HICKS

CNE/INTEL:DLConnelly:vb/5425 (30 August 1967)

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE LAST (Print)	FIRST	MIDDLE	OFFICE/COMPONENT
1-5	6-23			24-25
56361	HICKS	CALVIN	W	50

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	26	27-28	29-30	31-32	33-34	35-36	37-38		39-41
	1	08	27	55				CHERAT	555

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	26	27-28	29-30	31-32	33-34	35-36	37-38		39-41

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER		DISPATCH
X	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
IN 33511	08/27/55

REMARKS

PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	FISCAL DIVISION	DATE	SIGNATURE
X	FINANCE DIVISION	16 SEPTEMBER '55	Agnes E. McMillen

FORM 6-58 1451a

SECRET

(4-10)

14-00000

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

~~560282 MAY 4 65~~

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE LAST	FIRST	MIDDLE	OFFICE/COMPONENT
1-6	(Print)	7-24		25-26
056361	HICKS	Calvin	W.	49 ~~WH~~

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY: INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION *(One only)*. REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS *(Basic)* 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY *(Basic)* X 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39	211	40-42
	2	04	01	65	04	06	65	~~WH (San Juan,~~ PR)	

SOURCE OF RECORD DOCUMENT

X	TRAVEL VOUCHER WH-881-65		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER *(Specify)*		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
	4/1/65 @ 1045 - 4/6/65 @ 1900

REMARKS

No leave

PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
X C & L DIVISION	X	DATE 4/23/65	SIGNATURE dsv [signature]
C & T DIVISION			

FORM 10-64 1451a USE PREVIOUS EDITION. SECRET GROUP 1 Excluded from automatic downgrading and declassification (4-10)

14-00000

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE (Print) 7-24: LAST	FIRST	MIDDLE	OFFICE/COMPONENT 25-26
56361	HICKS	CALVIN	W.	58

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE 27	ARRIVAL MONTH 28-29	ARRIVAL DAY 30-31	ARRIVAL YEAR 32-33	DEPARTURE MONTH 34-35	DEPARTURE DAY 36-37	DEPARTURE YEAR 38-39	COUNTRY	OMIT 40-42
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1				08	25	60	PAKISTAN	555

TDY DATES OF SERVICE

TYPE OF DATA	CODE 27	DEPARTURE MONTH 28-29	DEPARTURE DAY 30-31	DEPARTURE YEAR 32-33	RETURN MONTH 34-35	RETURN DAY 36-37	RETURN YEAR 38-39	AREA(S)	OMIT 40-42
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION									

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER		DISPATCH
X	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
C HER 1081	SEPT 5 1960

REMARKS

PREPARED BY	X REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
X FINANCE DIVISION	9/20/[illegible]	Harrison L. Fahrner

FORM 9-58 1451a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4-10)

SECRET

Recorded by CSPD

9 November 1960

MEMORANDUM FOR: Chief, NE

FROM : William T. Hornaday, formerly COB Cherat

SUBJECT : Letter of Commendation for Calvin W. Hicks

1. This is a letter of commendation for Calvin W. Hicks for the period of 7 January - 25 August 1960. During this time he served under my command on the staff of ACLEVER Project. His assignment was Operations Officer on the ACLEVER staff, and Chief Operations Officer for the United States element of the Joint Operations Staff, serving opposite a like officer from the Allied service.

2. Hicks at all times was an outstanding member of the staff. He was zealous in his efforts to improve operational techniques to increase operational assets, and to insure that those assets were of trustworthy nature and were highly trained and qualified. His foremost thoughts were always centered on what was best for the interests of the United States. He was practical, unremitting in his efforts, and hard-headed in his analysis of how best to deal with the Allied partners for the best interests of the United States. He was a sound staff officer, offering sound operational advice to his commander, and always submitting staff work in completed form. After giving strong support to the courses of action recommended by him, he never failed to give complete support to his commander after a decision was made, even though it controvened the course he favored.

3. Mr. Hicks has been a GS-12 since November 1956. He has amply demonstrated his complete qualifications to perform the duties of the next higher grade, and it is my conviction he has earned the right to early consideration for promotion.

4. I shall always welcome any opportunity that permits Mr. Hicks to serve with me again.

William T. Hornaday

SECRET

14-00000

SECRET

25 May 1961

MEMORANDUM FOR: Chief, Finance Division

FROM : Chief, WH/4/Support Staff

SUBJECT : Premium Pay

Due to the recent reduction in heavy workload requirements, the following employees are no longer entitled to Premium Pay. It is requested that this entitlement be discontinued effective C.O.B. 27 May 1961. Their salaries are chargeable to Allotment #535-5000-8021.

BLAIR, William E.	NAPOLI, Louis P.
DOUGLAS, Jesse S.	SEEHAFER, Ralph G.
HICKS, Calvin W.	SILEO, Anthony L.
ISAMINGER, John W.	WARNER, Thomas D.
KUZMUK, Walter P.	WIEDBREE, Robert E.

EESchmidt/fs

Chief, WH/4/Support

Distribution:
2 - Chief, Finance Division (ea. employee)
2 - Director of Personnel (ea. employee)

SECRET

S E C R E T

11 January 1961

TO : Director of Personnel

FROM : Chief, WHD

SUBJECT: Additional Compensation in Lieu of Overtime Payment

REF: Memo dated 11 January 1961 from SSA/DDS to DD/S, approved by DD/S, Subject: "Employee Benefits for JMATE Personnel"; and Memo dated 22 December 1960 from ADD(P) to Deputy Director (Plans), Subject: "Employee Benefits for Personnel Assigned to JMATE".

In accordance with referenced memoranda, it is requested that the personnel listed below be authorized to receive additional compensation effective 8 January 1961, at the rate of 15% of their respective rates of basic annual compensation (but not to exceed the ~~maximum~~ minimum rate for a GS-9) in lieu of payment of the regular overtime rates for irregular, unscheduled and frequent overtime.

NAME	EMPLOYEE Serial No.	TITLE	SALARY
~~ESTERLINE, Jacob D.~~	~~56788~~	~~OPS Officer~~	~~$14,055~~
WHEDBEE, Robert E.	509360	OPS Officer	12,990
DOUGLAS, Jesse S.	229350	OPS Officer	14,055
PHILLIPS, David A.	654800	OPS Officer	12,730
[illegible], Louis F.	012616	OPS Officer	12,210
KUZMUK, Walter P.	064736	OPS Officer	12,730
PETERS, John D.	56093	OPS Officer	11,675
WARNER, Thomas D.	59794	Instructor (OPS)	9,955
HINES, Calvin W.	56361	Guerrilla Warfare Officer	9,475
RILEY, James	60471	OPS Officer	9,060
FILBO, Anthony L.	559127	OPS Officer	7,320
BLAIR, William E.	60218	Instructor (OPS)	8,955
KENDALL, Sidney S.	059517	OPS Officer	11,155
REYNOLDS, Robert	55407	OPS Officer	12,470
SPARKS, Ernest N.	62285	Instructor (OPS)	12,470
BROWN, Bravel S.	61001	OPS Officer	9,475
CARTWRIGHT, Cecil J.	57840	OPS Officer	9,215
CHERRIN, Samuel J.	56622	ADM Officer	7,820
MORALES, David S.	63385	OPS Officer	12,210
KENT, William [illegible].	559198	OPS Officer	9,215

All the above employees are on Allotment 1535-5000-5021.

APPROVED: Emmett D. Echols
EMMETT D. ECHOLS

J. C. King
J. C. KING
Chief, WHD

S E C R E T

14-00000

7 X R

CONFIDENTIAL
(When Filled In)

INSTRUCTIONS: COMPLETE IN DUPLICATE. THE DATA RECORDED ON THIS FORM IS ESSENTIAL IN DETERMINING TRAVEL EXPENSES ALLOWABLE IN CONNECTION WITH LEAVE AT GOVERNMENT EXPENSE, OVERSEAS DUTY, RETURN TO RESIDENCE UPON SEPARATION, AND FOR PROVIDING CURRENT RESIDENCE AND DEPENDENCY INFORMATION REQUIRED IN THE EVENT OF AN EMPLOYEE EMERGENCY. THE ORIGINAL OF THIS FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

NAME OF EMPLOYEE (Last) HICKS (First) CALVIN (Middle) WILSON

1. RESIDENCE DATA

PLACE OF RESIDENCE WHEN APPOINTED: JAVA, S. DAK.

LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad):

PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE: JAVA, S. DAK.

2. MARITAL STATUS

CHECK (X) ONE: [ ] SINGLE [X] MARRIED [ ] SEPARATED [ ] DIVORCED [ ] WIDOWED [ ] ANNULLED

IF MARRIED, INDICATE PLACE OF MARRIAGE: PETERSBURG VIRGINIA — DATE OF MARRIAGE: 29 Dec 1951

IF DIVORCED, PLACE OF DIVORCE DECREE: — DATE OF DECREE:

IF WIDOWED, INDICATE PLACE SPOUSE DIED: — DATE SPOUSE DIED:

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)

3. MEMBERS OF FAMILY

NAME	ADDRESS (No., Street, City, Zone, State)	SEX	AGE / TELEPHONE NUMBER
NAME OF SPOUSE: CATHERINE LOUISE	JAVA, S. DAK.		
NAMES OF CHILDREN: THERESA LOUISE	JAVA, S. DAK.	FE	5
MICHAEL CALVIN		M	4
MARY CATHERINE		FE	2
LISA ANNE		FE	9 mos.
NAME OF FATHER (Or male guardian): GEORGE W. HICKS	JAVA, S. DAK.		
NAME OF MOTHER (Or female guardian): ANGELINE JOAN	JAVA, S. DAK.		

WHAT MEMBER(S) OF YOUR FAMILY HAS BEEN TOLD OF YOUR AFFILIATION WITH THE AGENCY FOR EMERGENCY PURPOSES? GEORGE HICKS (Father)

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., ~~Mrs., Miss~~) (Last-First-Middle): HICKS, GEORGE WILSON — RELATIONSHIP: FATHER

HOME ADDRESS (No., Street, City, Zone, State): BOX H, JAVA, S. DAK. — HOME TELEPHONE NUMBER:

BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE: BOX H JAVA, S. DAK. — BUSINESS TELEPHONE & EXTENSION:

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? [X] YES [ ] NO

IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? [X] YES [ ] NO

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? [X] YES [ ] NO

THE PERSONS NAMED IN ITEM 3 ABOVE MAY ALSO BE NOTIFIED IN CASE OF EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

5. VOLUNTARY ENTRIES

INDICATE ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

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CONFIDENTIAL
(When Filled In)

5. (CONTINUED)

IN WHOSE NAME(S) ARE THE ACCOUNTS LISTED?

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? [ ] YES [ ] NO. IF "YES", WHERE IS DOCUMENT LOCATED?

HAVE YOU EXECUTED A POWER OF ATTORNEY? [ ] YES [ ] NO. IF "YES", WHO POSSESSES THE POWER OF ATTORNEY?

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

I have a safety deposit Box with instructions concerning my personal and financial affairs located in the first National Bank in Mobridge, S. Dak.

Only GEORGE N. HICKS (father)
angeline J. Hicks (mother)
Charles L. HICKS (Uncle)
have access to this box.

SIGNED AT	DATE	SIGNATURE
Washington, D.C.	14 July 1958	Calvin W. Hicks

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14-00000

Various pre 1960
personnel documents
i.e. applications, etc